



Contractor/Supplier Self-Certification

In order to obtain credit from DLC for supplier diversity self-certification, this form must be fully completed, signed, and submitted to Supply Chain for successful recognition within DLC. Contractors/suppliers are solely responsible for the accuracy, verification, and governance of self-certification requirements.

Required Information		
Company Name:		
Street Address:	City, State, Zip Code:	
Contact Name:	Phone Number:	
Email:	Fax Number:	D-U-N-S Number:
Primary Product or Service:	NAICS Code(s):	

Self-Certification Business Classification	
Classification (Definitions provided on page 2):	Self-Certified?
Minority Owned Business Enterprise (MBE)	
If so, which MBE?	
Small Disadvantaged Business Enterprise (SDB)	
Women Owned Business Enterprise (WBE)	
Veteran Owned Business Enterprise (VBE)	
Disabled Veteran Owned Business (DVBE)	
HUBZone Small Business	
Physically Challenged Business Enterprise (PBE)	
LGBTQ or Gender Non-Conforming Individual Owned	

By signing below, the contractor/supplier hereby certifies and represents that the information provided is current, accurate, and complete. The contractor/supplier further certifies that it will notify DLC of any changes to the information provided on this form.

Name (Print):	Signature:
Company Name:	Date:



Definition of Diversity Business Classifications:

Minority Owned Business Enterprise (MBE)

A business enterprise that is at least 51% owned by a minority individual or group of individuals; or a publicly-owned business that has at least 51% of its stock owned by one or more minority individuals, and whose management and daily business operations are controlled by these individuals. Minority individuals include U.S. citizen(s) or legal aliens with permanent residence status in the United States with origins in Africa, Asia, the Pacific Islands, South America, Central America or the original peoples of North America or the Hawaiian Islands, as well as other groups found to be disadvantaged under section 8(a) of the Small Business Act (15 U.S.C.A. § 637(d)).

Small Disadvantaged Business Enterprise (SDB)

A small business concern that is at least 51% owned by one or more individuals who are both socially and economically disadvantaged per United States Small Business Administration standards.

Women Owned Business Enterprise (WBE)

A business that is at least 51% owned by one (or more) woman.

Veteran Owned Business Enterprise (VBE)

A business that is at least 51% owned by one (or more) U.S. military veteran(s) who was discharged and released from active duty under conditions other than dishonorable.

Disabled Veteran Owned Business (DVBE)

A business that is at least 51% owned by a service-disabled veteran who, in addition to serving in the military, was discharged or released from active duty because of a service connected disability. Service Disabled Veteran-Owned Small Businesses qualify in this category.

HUBZone Small Business

A HUBZone small business must be located in a historically underutilized business zone or HUBZone and must be owned by one or more U.S. citizens; additionally at least 35% of its employees must reside in a HUBZone.

Physically Challenged Business Enterprise (PBE)

A physically challenged business must be at least one of the following:

- At least 51% owned by one or more physically challenged individual(s).
- A wholly owned subsidiary of a parent corporation whose voting stock is at least 51% owned by one or more physically challenged individual(s).
- A joint venture where one or more physically challenged individual(s) holds at least 51% of the management, control and earnings

LGBTQ or Gender Non-Conforming Individual Owned Business

A business that is at least 51% owned by one (or more) individuals who identify as lesbian, gay, bisexual, transgender, queer, asexual, or gender non-conforming.

NOTIFICATION - The contractor/supplier agrees to notify DLC, before award, of any change in its status as a diverse supplier, occurring between the submission of this certification and contract award. By submitting the Contractor/Supplier Self-Certification Form, if a diverse supplier classification is represented, and if DLC awards any contract, DLC can use the information represented to report any award amount and related information to municipal, state or government agencies of the United States. The submittal of this form will be acknowledged as an authorized signature.