

## **Virginia Unified Certification Program Alaska Native Corporation (ANC) DBE Application Required Documents List**

Please use the checklist below to prepare the required documents for an ANC DBE Application. The checkboxes correspond to the Upload Documents area in your application portal. The Alaska Native Corporation DBE Application should be uploaded to the “Uniform Certification Application (UCA)” space.

The file for the Organizational Chart of Applicant should be combined with the “SBA 8(a) or SDB certifications, denials, and/or de-certifications, if applicable; and any U.S. DOT appeal decisions on these actions” and uploaded to the “DBE and SBA 8(a) or SDB certifications, denials, and/or de-certifications, if applicable; and any U.S. DOT appeal decisions on these actions” space.

For affiliate firms’ Partnership or Joint Venture section, Corporation section, or LLC section documents, if there is more than one firm, including the applicant’s, documents, then they should be combined into one document and uploaded to the applicable document space.

**Applicant Company Legal Name:**      Click or tap here to enter text.

**Certification/Record tracking Number:**      Click or tap here to enter text.

### **Application Materials**

- Alaska Native Corporation DBE Application
  - Upload to:
    - Uniform Certification Application (UCA)
- Organizational Chart of Applicant that includes DBE Applicant firm, and goes up to the ANC
  - Upload to:
    - Both sides of all corporate stock certificates and your firm's stock transfer ledger

### **Partnership or Joint Venture**

- Original and any amended Partnership or Joint Venture Agreements for applicant, if applicable, and any firms that are between applicant firm and parent ANC
  - If there is more than one firm (including the applicant) for which these documents exist, combine the documents to create a single file, then
  - Upload to:
    - Original and any amended Partnership or Joint Venture Agreements

## Corporation

- Official Articles and Certificate of Incorporation and any Amendments for applicant, if applicable, and any firms that are between applicant firm and parent ANC
  - If there is more than one firm (including the applicant) for which these documents exist, combine the documents to create a single file, then
  - Upload to:
    - Official Articles of Incorporation and any Amendments (signed by the state official)
- Corporate by-laws and any Amendments for applicant, if applicable, and any firms that are between applicant firm and parent ANC
  - If there is more than one firm (including the applicant) for which these documents exist, combine the documents to create a single file, then
  - Upload to:
    - Corporate by-laws and any Amendments
- Applicant firm's stock transfer ledger that is signed and dated as accurate and up-to-date by its President –AND– Firm's up-to-date stock transfer ledger and Both sides of all corporate stock certificates for any firms that are between applicant firm and parent ANC
  - If there is more than one firm (including the applicant) for which these documents exist, combine the documents to create a single file, then
  - Upload to:
    - Both sides of all corporate stock certificates and your firm's stock transfer ledger
- Shareholders' Agreement(s) and any Amendments for applicant, if applicable, and any firms that are between applicant firm and parent ANC
  - If there is more than one firm (including the applicant) for which these documents exist, combine the documents to create a single file, then
  - Upload to:
    - Shareholders' Agreement(s) and any Amendments
- Minutes of all stockholders and board of directors meetings two years ago to present for applicant, if applicable, and any firms that are between applicant firm and parent ANC
  - If there is more than one firm (including the applicant) for which these documents exist, combine the documents to create a single file, then
  - Upload to:
    - Minutes of all stockholders and board of directors meetings

## LLC

- Articles of Organization/Formation and any Amendments for applicant, if applicable, and any firms that are between applicant firm and parent ANC
  - If there is more than one firm (including the applicant) for which these documents exist, combine the documents to create a single file, then
  - Upload to:
    - Articles of Organization/Formation and any Amendments
- Official Certificate of Organization/Formation and any Amendments for applicant, if applicable, and any firms that are between applicant firm and parent ANC
  - If there is more than one firm (including the applicant) for which these documents exist, combine the documents to create a single file, then
  - Upload to:
    - Official Certificate of Organization/Formation and any Amendments
- Operating Agreement with any amendments for applicant, if applicable, and any firms that are between applicant firm and parent ANC
  - If there is more than one firm (including the applicant) for which these documents exist, combine the documents to create a single file, then
  - Upload to:
    - Operating Agreement with any amendments