

CITY OF BALTIMORE

CATHERINE E. PUGH, Mayor



**MINORITY AND WOMEN'S BUSINESS
OPPORTUNITY OFFICE**

Room 101, City Hall
100 N. Holliday Street
Baltimore, Maryland 21202
Phone: 410-396-4355
Fax: 410-396-1457

Dear Applicant:

Enclosed is the No Change Affidavit for recertification as a Minority and/or Women's Business Enterprise (MBE and/or WBE) with the City of Baltimore. This Affidavit must be completed, signed and notarized in order to be reviewed. Also remember to include a copy of your most recent federal tax return.

In addition, all changes made to information currently on file need to be submitted before the start of the renewal process. If you cannot submit changes prior to renewal, then please submit a letter stating the reason for the changes to the business entity along with any supporting documentation.

Please review the Affidavit thoroughly before submitting it. Every item must be checked off on this document. Failure to do so will cause a delay in determining your eligibility for certification.

If you need assistance, please call the Minority and Women's Business Opportunity Office at (410) 396-4355.



NO CHANGE AFFIDAVIT

I, _____, a principal of, _____
hereby swear and affirm that the information provided in this affidavit and supporting documentation is true and correct.

COMPANY INFORMATION

Company Name:

Mailing Address:

Telephone and Fax number:

Email Address:

Website Address:

CHECKLIST (ALL OF THE FOLLOWING BOXES MUST BE CHECKED IN ORDER TO RENEW CERTIFICATION)

- There are no changes to the ownership of the business from the ownership information reported on the business's most recent certification application on file with MWBOO.
- There are no changes in the business's operational and/or managerial control, including the board of directors and/or its officers that would affect the MBE, WBE or MWBE status of the firm.
- The business has not been *denied* or *decertified* by any other certifying agency.
- The business, its directors or officers, have not been found guilty of any violations of the MBE/WBE program in Baltimore City or any other jurisdiction.
- The business does not exceed the applicable size standard for the MBE/WBE program. (Please submit copy of the most recent federal tax returns.)
- The business will also continue to meet the size standard set by the Minority and Women's Business Opportunity Office and adopted by the Board of Estimates.
- In Good Standing with the Maryland Department of Assessments and Taxation (SDAT)

I AM PERSONALLY AUTHORIZED AS THE OWNER OF, _____, TO MAKE THIS AFFIDAVIT.

Date: _____

Signature: _____

NOTARIZATION

Official notary public to complete the following:

On this, the _____ day of _____, 20_____, before me a notary public, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to within instrument, and acknowledged that he executed in the same capacity therein stated for the purpose therein contained and the statement contained therein are true and correct.

IN WITNESS WHEREOF, I HEREBY SET MY HAND AND OFFICIAL SEAL.

Notary Public Seal

Notary Public

Commission expiration date