



Documents Required for New CERT Application

- ❑ **New Application Attestation** This document is available for download during the application process or upon request from cert@ci.stpaul.mn.us. It is a legal declaration that everything stated in the application is true and correct. It notifies applicants that the information they provide will be publicly searchable. It must be signed.
- ❑ **Tennessee Warning Notice** This document is available for download during the application process or upon request from cert@ci.stpaul.mn.us. This notifies applicants that the information they provide is public information as described by Minn. Stat. § 13.01 Subdiv. 1. It must be signed.
- ❑ **Resumes for all owners/officers/managers** *We need the resume for all the owners of the company, the officers of the company, and the managers of the company. This means we need the resume of anyone who is responsible for day-to-day business decisions, directing staff, or planning for the business.*
- ❑ **Statement of Responsibilities for each owner/officer/manager** We need a statement of job duties for *anyone who is responsible for day-to-day business decisions, directing staff, or planning for the business.*
- ❑ **Tax Returns OR Financial Statements from previous 3 years** We need documents which show the yearly gross income of the company for the past three years. Usually, companies provide taxes or Profit and Loss sheets. If the company was started within the past three years, we need invoices showing the company does work in the company's field or licensure from a professional organization.
- ❑ **IRS Form W-9**
- ❑ **Corporate Minutes/Written Actions** *Corporate meeting minutes are a formal record of a company's important discussions and actions. We need any corporate meeting minutes related to ownership, control, or affiliation of the company.*
- ❑ **Articles of Organization and any amendments** Articles of Organization are the documents which are filed with the Secretary of State legally recognizing the existence of a business entity. For more information on business entities and filings, please see the Minnesota Secretary of State website. See MN SOS, *Business Filings Online*, BUSINESS FORMS AND FEES (2024), <https://www.sos.state.mn.us/business-liens/business-forms-fees/>.
- ❑ **Operating Agreement (if applicable with an LLC)** **This document describes the** relations among the members as members and between the members and a limited liability company, the rights and duties under this chapter of a person in the capacity of manager or governor, the activities of the company and the conduct of those activities, and the means and conditions for amending the operating agreement.
- ❑ **Bylaws (if applicable with a corporation)** Bylaws may contain any provision relating to the management of the business or the regulation of the affairs of the corporation.
- ❑ **Member or Owner Control Agreement** We need any document related to the control of the LLC or corporation.

Optional Documents

- ❑ **Business or Professional Licenses (if applicable)**
 - ❑ **Certifications by other government agencies (if applicable)**
 - ❑ **Additional supporting documentation not listed above**
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