

By Black.

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ByBlack.us Certification Requirements Guide



About ByBlack.us Certification Platform

ByBlack Platform, powered by U.S. Black Chambers, Inc. is the exclusive, third-party certification body that verifies that eligible businesses are majority-owned by Black and African-American individuals.

This designation grants companies that hold the ByBlack Certification access to participate in exclusive contracting and training opportunities funded by USBC corporate partners and sponsors. This initiative is the first of its kind focused solely on certification for Black owned businesses.

By becoming ByBlack Certified, black-owned businesses can increase their opportunity pipelines; build relationships with procurement personnel at America's leading corporations; and collectively team on large contracting opportunities. As corporate America becomes more inclusive and further diversifies its supply chain, the ByBlack certification offers the opportunity for Black-owned businesses to differentiate themselves from their competitors.

Certified businesses are routinely sought after by USBC Corporate Partners who are looking to increase their spend with the Black business community through our internal, proprietary database. Once a business is granted the

certification, they have access to numerous contacts with corporate representatives and supplier diversity professionals. ByBlack.us is a platform where business owners can begin making strategic relationships, scheduling meetings to uncover procurement opportunities, and begin building a healthy pipeline of new business to set their organizations up for short and long term profitability targets. USBC helps facilitate these relationships by hosting several events focused on matchmaking and networking.



About ByBlack.us Certification Platform

Certification Criteria



Majority (at least 51%) owned, operated, managed, and controlled by a Black/ African American person or persons who are either U.S. citizens or lawful permanent residents.



Exercises independence from any non-Black business enterprise.



Has its principal place of business (headquarters) located in the United States.

Has been formed as a legal entity in the United States.



Has been in operation for at least one year and can provide evidence of federal tax return filing status.

In order for applicant businesses to be certified, all applicable documentation must be supplied in full accordance with USBC Standards and Procedures or an applicant business may be denied approval for certification. Please refer to the document, which describes the criteria for certification and the application process.

If you have questions, check out our [Frequently Asked Questions](#) page or contact support@byblack.us or 202-436-8722.

Please note: Businesses that are certified by the Women's Business Enterprise National Council (WBENC) or the National Gay and Lesbian Chamber of Commerce (NGLCC) are eligible for expedited certification. If you are certified by WBENC or NGLCC, please contact the USBC Team directly at support@byblack.us.

Grow your business opportunity pipeline by becoming a member of USBC. As a member, you get exclusive knowledge of business opportunities that have been earmarked for diverse-owned businesses.

You also gain a national network of allied businesses; have access to local programming and events; and get membership to your local affiliate chapter.

ByBlack Certification Supporting Documents Checklist

Based on your business structure and the information provided, we require the below documentation to submit your certification application.

Please follow the prompted questions and enter your basic business information such as EIN, Address, Phone Number, NAICS commodity codes, etc. Please note that you are welcome to provide additional documents to bolster your application. This step is completely voluntary and is available at the end before submission.

Step One: General Informational Documents (not a requirement)

- ☐ Proof of membership of a Black Chamber of Commerce
- ☐ Proof of Minority Business Enterprise (MBE) Certification from State/Local Supplier Diversity Agency or through the National Minority Supplier Diversity Council (NMSDC)

Step Two: Proof of Ownership

- ☐ Proof of U.S. Citizenship or Permanent Resident Status of Majority Owner
 - Valid Passport
 - State issued Driver's License or Identification Card
 - Green Card
 - Majority owner(s) resume including the business name, current title and duration of position held to current, and general overview of roles and responsibilities OR a LinkedIn URL where this information can be found



Step Three: Business / Enterprise Documents

Based on your particular business structure, please submit the following documents under the relevant structure.

S-CORPORATION

- ☐ Resume of owner(s)/Linkedin URL
- ☐ Complete copy of most recent federal tax return including Form 1120s Schedule K
- ☐ Certificate of Incorporation
- ☐ Articles of Incorporation
- ☐ Minutes of first board meeting establishing current ownership (proprietary information may be redacted)
- ☐ Minutes from most recent meeting of shareholders (proprietary information may be redacted)
- ☐ Minutes from most recent meeting of the Board (proprietary information may be redacted)
- ☐ Corporate bylaws
- ☐ Copies of stock certificates (both sides) or proof of stock purchase or equity agreement by Black owner(s) and/or current stock transfer ledger



C-CORPORATION

- ☐ Resume of Owner(s)/Linkedin URL
- ☐ Certificate of Incorporation
- ☐ Articles of Incorporation
- ☐ Minutes of first board meeting establishing current ownership (proprietary information may be redacted)
- ☐ Minutes from most recent meeting of shareholders (proprietary information may be redacted)
- ☐ Minutes from most recent meeting of the Board (proprietary information may be redacted)
- ☐ Corporate bylaws
- ☐ Copies of stock certificates (both sides) or proof of stock purchase or equity agreement by Black owner(s) and/or current stock transfer ledger
- ☐ Complete copy of most recent federal tax return including Form 1120 Schedule G

PARTNERSHIP

- ☐ Resume of owner(s)/Linkedin URL
- ☐ Partnership agreements
- ☐ Proof of capital investment by Black partners
- ☐ Limited partnership agreements
- ☐ Profit sharing agreements
- ☐ Complete copy of most recent federal tax return including Form 1065 K-1s (for each owner), Form 1120 Schedule G, OR Form 1065 Schedule K-1 (for each owner)

LLC- SINGLE MEMBER

- ☐ Resume of owner(s)/Linkedin URL
- ☐ Articles of organization
- ☐ Business License (for businesses in states which issue certificates)
- ☐ Operating Agreement
- ☐ Complete copy of most recent federal tax return including Form 1065 Schedule C, Form 1120 Schedule G, OR 1120s Schedule K-1. In the instance where your single-member LLC operates as a sole proprietorship, please provide Form 1040 Schedule C of your personal tax return. Social security numbers may be redacted.

LLC- MULTI MEMBER

- ☐ Resume of owner(s)/Linkedin URL
- ☐ Articles of organization
- ☐ Business License (for businesses in states which issue certificates)
- ☐ Operating Agreement
- ☐ Complete copy of most recent tax return including Form 1065 K-1s (for each owner), Form 1120 Schedule G, OR Form 1065 Schedule K-1 (for each owner).

SOLE PROPRIETORSHIP

- ☐ Resume of Owner/Linkedin URL
- ☐ Complete copy of most recent tax return including Form 1040 Schedule C
- ☐ Applicable operating business license and/or permits

**CONSENT IN LIEU OF
ORGANIZATIONAL MEETING
OF [SOLE] DIRECTORS)
OR**

The undersigned, being full and true and duly authorized of _____, a Washington corporation (the "Company"), pursuant to Section 218.08.110 of the Washington Business Corporations Act (the "Act") hereby consent(s) to, and by this action approve(s) and adopt(s) the following resolutions:

FORMATION

WHEREAS, the original Articles of Incorporation of the Company were filed in the office of the Secretary of State of Washington on _____, therefore it is

RESOLVED, that a certified copy of said Articles of Incorporation be inserted in the minute book of the Company; and

RESOLVED, that all the acts of the incorporation of the Company in forming and organizing the Company are hereby approved, ratified, and adopted as valid and binding acts of the Company.

BYLAWS

RESOLVED, that the Bylaws, consisting of [15] pages inserted in the minute book following the Articles of Incorporation, are hereby approved, ratified, approved and confirmed.

AGENT FOR SERVICE OF PROCESS

RESOLVED, that the appointment of _____ as the Company's registered agent for service of process in Washington is hereby ratified, approved and confirmed.

FISCAL YEAR

RESOLVED, that the Company's fiscal year shall end on _____ each year.

PAYMENT OF ORGANIZATIONAL EXPENSES

RESOLVED, that the officers of the Company or any of them be, and each hereby is, authorized and directed to pay the expenses of incorporation and organization of the Company.

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Step Four: Elective Supportive Affinity Documents

We recognize that there are many ways to verify Blackness. The following are documents that you may submit to enhance the application.

This step is not mandatory, but can be used to increase confidence and expedite the process of certification or may be required in the event that one or more of the above documents cannot be provided. Should you have additional documents not referenced below, please upload them under “Other” and include a description of the document/purpose.

Please be advised that the U.S. Black Chambers, Inc. and ByBlack.us Platform reserve the right to request the below documents following initial review if Black-Ownership and Operation standards are not adequately established:

- ☐ Ancestry or Lineage Tree of Family Members
- ☐ Letter of Identity Verification from a local Black Chamber President or Board Member
- ☐ Membership in a Black Chamber of Commerce
- ☐ Supplementary Ethnicity Documents including Membership of African American Social Groups or Trade Associations, or Panhellenic Sororities/Fraternities
- ☐ Diploma from a Historically Black College or University (HBCU)
- ☐ Previous certification by a third party certifying agency or federal government agency as a African American or MBE business where race is clearly stated in the documents provided by certifying agency
- ☐ Two Referrals from current Black Certified Businesses including local state supplier diversity agencies and/or current business members of your local Black Chamber of Commerce
- ☐ Birth certificate of family members that explicitly denote the race of the person
- ☐ [Other Field] with an explanation of what that document is



Virtual Identification Scan

We use secured technology to scan your identification documents using the camera on your computer or mobile device. You will be given the option to choose between a set of identity documents. Please see below:

- **Selfie Photo**
When prompted, place your face in the circle and try to stay as still as possible. Facial markers will turn green in counterclockwise direction until the facial recognition is complete. The markers will turn red if there is a disruption of focus or unsteady movement. You will conduct this process twice.
- **Scan of Valid Driver's License, U.S. Passport, or Greencard**
Please select your applicable document type. If using a driver's license, place the front of the card within the white frame. If the image is accepted, it will then prompt you to scan the back of the card. If you are using your U.S. Passport, we will only require the front. If the application doesn't automatically capture the image, please click the having trouble notification to allow you to take a photo instead.



Once your application has been approved, you will have access to The ByBlack Badge- the official seal for ByBlack Black-owned businesses to use on your marketing assets and social media platforms.

Virtual Site Visit Interview Process

As a best practice, on-site visits play a vital part in ensuring the integrity of the certification offered by leading business supplier diversity certification agencies. Unlike other application experiences, ByBlack Platform provides a fully virtual experience that affords you the ability to answer our strategically aligned set of questions from the safety of your office and on your own time. In this step we will ask you about information regarding your business ownership, operation, and control that is complementary to the information presented in the certification application. In this post pandemic climate, our virtual site visit is the new innovative way to provide a safe and secure interview experience.

eSigning of ByBlack Affidavit

The ByBlack Affidavit is the final step of the application process that confirms that to the best of your knowledge, all information provided is accurate and honest.

Select the signator from the dropdown list of owner options provided and use your cursor to sign the bottom of the agreement.

Should you have any questions, concerns, or require technical assistance please email us at certification@usblackchambers.org

By Black.