

Local Business Enterprise (LBE) and PUC-LBE Certification Change Application

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Directions

This is the paper version of the online LBE and PUC-LBE certification change application. The best way to complete this application is online: https://sfcitypartner.sfgov.org/pages/BS3/login.aspx. You may choose to complete the paper application if you are unable to submit the application electronically.

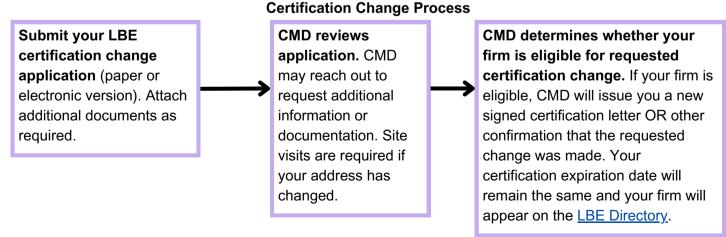
This paper application typically takes 5 minutes to complete.

Select each type of change you would like to make to your certification and attach required documentation as indicated.

Important: All firms must have a profile in San Francisco City Partner. CMD cannot finish processing this application unless you have created a profile. Register here: https://sfcitypartner.sfgov.org/pages/BidderRegistration-BS3/bidder-registration-1.aspx.

Submission

Submit your application with documentation to lbecert@sfgov.org or Contract Monitoring Division, Attn: Certification Unit, 1455 Market Street Suite 16A San Francisco, CA 94103.



Questions? Contact CMD's Certification Unit at lbecert@sfgov.org or sign up to attend a certification webinar here: https://www.sf.gov/sign-cmd-1st-wednesday-workshop



LBE and PUC-LBE Certification Change Application

*Firm name:		*Supplier/bidder ID number:			
Ho	w do you want to change your certifi	cation? C	heck all that a	pply.	
	Name change. Attach documentation showing firm's name change. Have you updated your bidder/supplier profile on the San Francisco City Partner portal? Provide clarification:				☐ Yes ☐ No
	Contact information change. Provide contact information below. Have you updated your bidder/supplier profile on the San Francisco City Partner portal?				☐ Yes ☐ No
	Name Phone Number(s) Email Address				
	Address change. Attach signed lease AND proof of recent rent payment (if you lease the property) OR proof of ownership e.g. property tax bill, deed (if you own the property). Have you updated your bidder/supplier profile on the San Francisco City Partner portal? Provide an explanation and list new address(es) below.				
	Ownership change. Attach new owners' five most recently filed personal income tax returns not previously supplied to CMD AND recent verification of ownership (e.g. Stock Ledgers/Certificates, K1, 1125-E, Schedule G, Form 2553, etc. Provide clarification: List all owners.				
	Owner Name	Years with Firm	Ownership %	Ethnicity	Gender
	Are any owners/shareholders full-time employees for another firm? Yes No Has any owner, partner, or officer of your firm operated another firm in the last five years? Yes No				
	Is any owner/shareholder a city employee?				Yes No
	f yes to any questions in this section, provide clarification:				
Professional and/or contractor license numbers:					
	MBE/WBE/OBE designation change. At designation) OR each principal identified a or other government documentation. Provide clarification:	tach docum			• (

Restriction change. Attach relevant documentation. Provide clarification: Update certification categories. Attach three signed contracts or invoices in scope of work matching each new requested category. Proof of licensure may be required depending on the category requested. List new requested certification categories or current certification categories requested for removal (list of all certification categories at https://bit.ly/LBECertCategories): Other certification change. Provide explanation. The undersigned declares and swears under penalty of law that the statements made in this application are true, correct and

complete. The undersigned further agrees to permit audits and examination of the books, records and files of the named firm to verify the information submitted in this application. Any material misrepresentation will be grounds for initiating criminal and civil

Date

actions under federal, state and local laws and for terminating any contract awarded pursuant to this Certification.

Signature

Printed Name

Contract Monitoring Division (CMD) · https://www.sf.gov/cmd 1455 Market Street Suite 16A · San Francisco, CA 94103 (415) 554-0630 · LBECert@sfgov.org