

## CERTIFICATION APPLICATION INSTRUCTIONS

### INSTRUCTIONS

#### Question #1

The authorized/registered legal name of the firm and address of the physical location of the company. This must include all DBA's of the firm. Please include a mailing address if different than the company location. A Post Office Box Number alone is not acceptable. Additional offices should be listed on a separate attachment.

#### Question #2

Person(s) who own(s) the majority interest in the firm and their Social Security Number(s).

#### Question #3

Business phone number, including the area code.

#### Question #4

Provide information as requested.

#### Question #5

Check the appropriate group membership box for the person or persons who have a controlling ownership interest in the firm.

**Note:** Group membership cannot be claimed based solely upon being born in a certain country.

Citizens of the United States or lawfully admitted permanent residents who are women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, or other minorities found to be disadvantaged by the Small Business Administration (SBA), are **rebuttably** presumed to be socially and economically disadvantaged.

**IMPORTANT:** However, if Caltrans has **any** reason to question whether an individual is a member of a group that is presumed to be socially and economically disadvantaged, the individual **must** demonstrate by a preponderance of the evidence that he or she is a member of that group.

#### Question #6

Check the appropriate box, and indicate the date your firm was established and/or incorporated.

#### Question #7

Indicate the nature of your firm's business, e.g., fencing, paving, equipment rental, etc.

#### Question #8

Provide the requested information regarding current licenses (e.g., contractor, engineer, architect, etc.) and attach a copy of each license. If the qualifying individual is not one of the minority or women owners listed in Questions 2, 10, or 11, please explain in # 25.