

*By Black.*

# **ByBlack.us Certification Platform Guide & Requirements**



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ByBlack.US powered by U.S. Black Chambers, Inc.  
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# ■ 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 subsequently 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 a certified, it allows black-owned businesses to 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 in turn 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.





## 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.

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](mailto: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](mailto: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, 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
  - a. Valid Passport
  - b. State issued Driver's License or Identification Card
  - c. Green Card

## **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
- 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

## **PARTNERSHIP**

- Partnership agreements
- Proof of capital investment by Black partners
- Limited partnership agreements
- Profit sharing agreements
- Form 1065 K-1s (for each owner), Form 1120 Schedule G, OR Form 1065 Schedule K-1 (for each owner)

## **LLC- SINGLE MEMBER**

- Articles of organization
- Business License (for businesses in states which issue certificates)
- Operating Agreement
- Form 1065 Schedule C, Form 1120 Schedule G, OR 1120s Schedule K-1

## **LLC- MULTI MEMBER**

- Articles of organization
- Business License (for businesses in states which issue certificates)
- Operating Agreement
- 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
- Form 1040 Schedule C
- Applicable operating business license and/or permits

## 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.