



**NATIONAL GAY & LESBIAN CHAMBER OF COMMERCE®**

Supplier Diversity Initiative  
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<http://www.nglcc.org>

**SUPPORTING DOCUMENTS CHECKLIST**  
For new certification applications

**Step 1: Initial documents**

\_\_\_ Application

\_\_\_ Signed and witnessed affidavit

\_\_\_ **Proof of membership in NGLCC affiliate chamber or non-refundable processing fee:**

- o Check or money order made payable to the NGLCC
- o Credit card information included at beginning of application

**Step 2: LGBT owner(s) information**

\_\_\_ **Proof of U.S. citizenship or resident alien status**

- o Passport (*Valid*)
- o Birth certificate
- o Green card

\_\_\_ **LGBT Status:**

**Our supplier diversity corporate partners have made a commitment to buying back from the LGBT community. We ask for status qualifiers to establish LGBT identity in a fair and transparent way, and to demonstrate to our stakeholders that we are working on behalf of actual LGBT business owners. If you have any questions or concerns, please do not hesitate to contact [supplierdiversity@nglcc.org](mailto:supplierdiversity@nglcc.org).**

**1. Letter from NGLCC Affiliate Chamber verifying LGBT status, signed by organization leader or board member.**

- Or -

**2. Demonstrated history of membership in the LGBT community or of being in a same-sex relationship, partnership or marriage\***

**Step 3: Company information – Corporation:**

\_\_\_ Brief history of business (startups submit brief business plan)

\_\_\_ Resume of owner(s)

\_\_\_ W-2s or 1099 for every officer director or owner receiving compensation

\_\_\_ 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 LGBT owner(s) and/or current  
Stock transfer ledger

**LLC:**

- Brief history of business (startups submit brief business plan)
- Resume of LGBT owner(s)
- Articles of organization
- Certificate of organization (for businesses in states which issue certificates)
- LLC regulations/operating agreement
- W-2s or 1099 for every officer director or owner receiving compensation

**Partnership:**

- Brief history of business (startups submit brief business plan)
- Resume of LGBT owner(s)
- Partnership agreements
- Proof of capital investment by LGBT partners
- Limited partnership agreements
- Profit sharing agreements
- W-2s or 1099 for every officer director or owner receiving compensation

**Sole Proprietor:**

- Brief history of business (startups submit brief business plan)
- Resume of LGBT owner
- W-2 or 1099 for officer/director/owner receiving compensation
- Applicable operating business license and/or permits
- Assumed name documents (if applicable)

**APPENDIX A: The following are documents that the applicant may submit to enhance the application in the event that one or more of the above documents cannot be provided. Please be advised that the certification committee reserves the right to request the below documents following initial review if LGBT ownership is not adequately established:**

- Applicable operating business license and/or permits
- Previous year financial statement (profit & loss statement and balance sheet; startups provide opening balance sheet)
- Signed and complete previous year federal tax return form where business income is reported
- List of employees, including name, full/part time status, and length of service
- Most recent itemized payroll
- Contract or work history for the past three years (include contact name, and type of work performed or type of contract received)
  - Third party agreements such as:
    - Management agreements
    - Real estate lease agreements
    - Service agreements
    - Affiliate/subsidiary agreements
- Equipment rental and purchase agreements
- Proof of bonding capacity
- Certificate from the secretary certifying the names of all current members of the board of directors
- Voting agreements and other equity interests including stock options, warrants, buy/sell agreements, and right of first refusal
- Proof of authority to do business in all states where authority has been granted
- Schedule of advances made to corporation for the preceding three years

## **APPENDIX B: LGBT status qualifiers**

### **I: One required**

- Certified copy of domestic partnership registration, civil union certification, or marriage certification
- Proof of domestic partnership health insurance utilization
- Proof of joint property ownership
- Evidence of completed or attempted parenting and family building efforts made by LGBT applicant and same sex partner:
  - *Second parent adoption*: Petition for second parent adoption, adoption records, and/or state-required documents for adoption
  - *In-vitro fertilization procedure*: Proof of procedure from medical facility, letter from doctor that performed procedure, and/or medical records/insurance records citing the procedure
  - *Surrogate mother arrangements*: proof of surrogacy in the form of a surrogacy contract, proof of payment, medical records, and/or letter from surrogate mother and doctor
- Documentation of petition for hospital visitation rights

### **II: We may require multiple types of the documents listed below to establish LGBT identity**

- Apartment lease, automobile title, financing agreement, or utility bills with name of applicant and partner listed
- Major loans or lines of credit with name of applicant and partner listed
- Records of philanthropic contributions by applicant and partner (tax donation with name of applicant and partner listed)
- Insurance, including renter's, homeowner's, or life, with name of applicant and partner listed
- Retirement plan documentation listing applicant's same-sex partner as a beneficiary
- Documentation showing investment holdings that are joint-owned by applicant and same-sex partner
- Proof of joint will for applicant and same-sex partner – Reference to partner must be made in the will
- Letter from recognized LGBT organization attesting to LGBT status signed by organization leader or board member
- Letter from two personal references attesting to LGBT status of business owner(s)
- National or local media articles denoting the LGBT status of business owners
- Advertising/promotional materials that note the business is LGBT owned and operated
- Certificates/Awards/Recognitions of the business and/or owner(s) as a member of the LGBT community
- Physician or attorney letter on official letterhead attesting to the LGBT status of the applicant
- Legal petition for name change (for transgender applicants)
- Physician carry letter or evidence of treatments related to gender reassignment (for transgender applicants)
- Other documents subject to review and acceptance for certification by the NGLCC certification committee