

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE REGISTRATION CHECKLIST

The Minority and Women Owned Business Enterprise Program will promote business and economic development by increasing the number of experienced and skilled businesses in St. Petersburg. The three-year certification is free and accessible to businesses in Pinellas County.

Business Eligibility Requirements

An MWBE must meet the following criteria.

Business has been in operation for a minimum of one year and currently operates in a commercial capacity.

Business must be domiciled in Pinellas County.
(A post office box is not acceptable as a business address.)

Business is 51% owned, operated, and controlled by a minority/minorities or female/females.

Minority Classifications Defined:

Members of the minority classifications are citizens or lawful permanent residents of the US who are:

- **African American** – A person having origins in any of the Black racial groups of Africa.
- **Asian American** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Hispanic American** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **Native American** - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- **Caucasian Female** - A female person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Business has a professional license, if required by the industry for county and/or State of Florida.

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Office of Supplier Diversity
727-892-5351
stpete.org/MWBE



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Documentation Checklist

Before submitting a copy of your documents to the City of St. Petersburg, review the checklist below to ensure you have all mandatory and required documents for registration. The City of St. Petersburg will not proceed with the review process of your application until all required supporting documents are submitted.

MWBE Application Required Documents

Application

Business Tax Receipt

Occupational License (if applicable)

Proof of female status (for WBE certification)

Proof of minority status

Proof of Florida Residency

Annual Report

Business Federal Tax Returns (3 years)

Quarterly Wage Report (Last 4 quarters)

Required Documents for Outside Recognition Businesses

Businesses that meet City of St. Petersburg's certification criteria and hold an active DM/DWBE certification with Hillsborough County or WMBE certification with the City of Tampa, may request certification with the City of St. Petersburg by completing and submitting an **Outside Certification Recognition Application**.

Approved businesses via this application process will be granted certification for three years starting from the issue date.

For businesses applying as an Outside Recognition Business, the following documents are required:

DM/DWBE OR WMBE Certificate – A current DM/DWBE certificate from Hillsborough County or a current WMBE certificate from the City of Tampa