



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

## Contents

- **Page 1** - Directions
- **Pages 2-3** - Paper Application

## 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](mailto:lbecert@sfgov.org) or Contract Monitoring Division, Attn: Certification Unit, 1455 Market Street Suite 16A San Francisco, CA 94103.

## Certification Change Process

**Submit your LBE certification change application** (paper or electronic version). Attach additional documents as required.

**CMD reviews application.** CMD may reach out to request additional information or documentation. Site visits are required if your address has changed.

**CMD determines whether your firm is eligible for requested certification change.** If your firm is eligible, CMD will issue you a new signed certification letter OR other confirmation that the requested change was made. Your certification expiration date will remain the same and your firm will appear on the [LBE Directory](#).

**Questions?** Contact CMD's Certification Unit at [lbecert@sfgov.org](mailto: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: \_\_\_\_\_

**How do you want to change your certification? Check all that apply.**

**Name change.** Attach documentation showing firm's name change.  
Have you updated your bidder/supplier profile on the San Francisco City Partner portal?  Yes  No  
Provide clarification: \_\_\_\_\_

**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?  Yes  No  
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

If yes to any questions in this section, provide clarification:

Professional and/or contractor license numbers: \_\_\_\_\_

**MBE/WBE/OBE designation change.** Attach documentation for each principal identified as an ethnic minority (for MBE designation) OR each principal identified as a woman (for WBE designation) e.g. passport, driver's license, birth certificate or other government documentation.  
Provide clarification: \_\_\_\_\_

# LBE and PUC-LBE Certification Change Application

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

---

Signature

Date

---

Printed Name