

LGBTBE CERTIFICATION?

WHY SHOULD I GET CERTIFIED?

You work hard for your business, and NGLCC's exclusive LGBT Business Enterprise (LGBTBE) certification works hard for you, giving you a competitive advantage to succeed.

Our Network Is Ready To Do Business – As an LGBTBE, you'll have access to the full network of NGLCC, the National LGBT Chamber of Commerce, which features more than 200 corporate and government partners expressly looking to do business with certified LGBTBEs. Plus, our 1000+ LGBTBEs cut across all industries, from construction to apparel to technology to professional services, and are seeking B2B opportunities and strategic partnerships with other LGBTBEs like you!

LGBTBEs Stay In Business Longer - Thanks to increased resources and opportunities, certified LGBTBEs stay in business longer than the average American small business – over twice as long, according to NGLCC's "America's LGBT Economy" Report.

LGBTBE Certification Scales With Your Business - Certification can benefit your business at any size. Our LGBTBEs range from sole proprietors to multinational LGBT-owned corporations, with revenues in the hundreds of millions!

The LGBT Consumer Is Looking for You – The LGBT community spends more than \$917 billion every year on goods and services, and they are more than 75% likely to change brands when they know they are LGBT inclusive. Stand out as a go-to supplier in your community by advertising your LGBTBE certification.

LGBTBE CERTIFICATION?

WHAT CAN IT DO FOR YOUR BUSINESS?



What Else Can I Do With An LGBTBE Certification?

- Take advantage of mentorship and education opportunities with business experts and corporate representatives to grow your business, make connections, and develop additional skills for scaling your company
- Receive opportunity alerts about upcoming contracting and educational opportunities with corporate partners
- Attend the NGLCC International Business & Leadership Conference to meet face-to-face with potential new business partners and take advantage of matchmaking opportunities exclusive to certified businesses. Visit nglcc.org/events to learn more.



Ready to Grow? HERE'S HOW!

- 1 Visit My.NGLCC.org to start your business profile**
(Tell us more about you & your business)
- 2 Submit supporting documents**
(Once you begin your business profile, an NGLCC team member will reach out to help you through this step)
- 3 Complete a site visit with an NGLCC trained site visitor**
(The site visitor will corroborate the information in your application and learn more about your business in the process)
- 4 National Certification Committee review**
(Our National Certification Committee meets monthly & will review your application to certify your business as an LGBTBE)

WHO IS ELIGIBLE FOR LGBTBE CERTIFICATION?

Be at least 51% owned and operated by an LGBT person or persons who are U.S. citizens or lawful permanent residents

Exercise independence from any non-LGBT business enterprise

Have its principal place of business (or headquarters) in the United States

Be formed as a legal for-profit entity in the United States



CERTIFICATION IS NATIONAL MEMBERSHIP IS LOCAL

NGLCC often waives its certification fees if you're a member of your local chamber. Check with your local chamber or NGLCC representative for details.

DON'T FORGET ABOUT THE NGLCC SUPPLIER DIVERSITY TEAM

They are a great resource to help you through the certification process, and once certified, they are more than happy to work with you to help grow your business.

Phone: 202.234.9181

Email: supplierdiversity@nglcc.org

Web: nglcc.org/get-certified



Supplier Diversity Initiative

SUPPORTING DOCUMENTS CHECKLIST

New Businesses Seeking Certification

Step 1: NGLCC Informational Documents

- Proof of membership of NGLCC Affiliate Chamber (i.e. your local/nearest LGBT chamber)

Step 2: LGBT Status Documents of Business / Enterprise Owner(s)

- Proof of U.S. citizenship or Permanent Resident status:
 - Passport (Valid)
 - Birth certificate
 - 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.

- Letter from NGLCC Affiliate Chamber verifying LGBT status, signed by organization leader or board member.
- OR**
- Demonstrated history of membership in the LGBT community or of being in a same-sex relationship, partnership or marriage (**SEE APPENDIX B ON PAGE 4**)

Step 3: Business / Enterprise Documents

Based on your particular business structure, please submit all of the documents under the relevant structure.

C-CORPORATION

- Brief history of business (startups submit brief business plan)
- Resume of owner(s)
- Form 1120 Schedule G **OR** Form 1125-E
- 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

S-CORPORATION

- Brief history of business (startups submit brief business plan)
- Resume of owner(s)
- Form 1120s Schedule K **OR** Form 1125-E
- 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



APPENDIX A. *The following are documents that you 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 National 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:

LGBT STATUS QUALIFIERS FOR BUSINESS OWNERS

The National LGBT Chamber of Commerce’s supplier diversity corporate partners have made a commitment to buying back from the LGBT community.

The NGLCC National Certification Committee, in accordance with the LGBT Business Enterprise™ (LGBTBE) certification’s [Standards & Procedures](#), asks for status qualifiers to establish LGBT identity in order to demonstrate to all stakeholders that the NGLCC is working on behalf of LGBT business owners.

Therefore, the Committee reserves the right to ask for several LGBT status qualifiers in order to authenticate the affidavit and corroborate each LGBT status qualifier document with the other. This, in concert with the other certification requirements, prevents ineligible applicants from dishonestly obtaining LGBTBE certification.

Unless otherwise noted, the following documents are acceptable forms of LGBT status. The more an applicant can provide, the more unequivocally it can be determined that the owner(s) is LGBT.

Please note: if the sum of all the documents does not specify explicitly that said owner identifies as Lesbian, Gay, Bisexual, or Transgender, it is very unlikely that it will suffice for the National Certification Committee.

If you have any questions or concerns, please do not hesitate to contact supplierdiversity@nglcc.org.

Please also note: The NGLCC provides a list of LGBT status qualifiers for all members of the LGBT community –both those in a relationship and for those who are single. Please read through all of the options below before deciding which qualifiers you would like to submit.

You may submit *either*:
One (1) document from [List A](#)
OR
Two (2) documents from [List B](#)



LIST A

ONE OF THE FOLLOWING DOCUMENTS MAY SUFFICE FOR THE NATIONAL CERTIFICATION COMMITTEE DEPENDING ON THE EXPLICITNESS OF “LGBT” STATUS:

- Letter from three personal references attesting to LGBT status of business owner(s)
 - Letters must be accompanied by signed affidavit¹ and must be sent directly from the reference person(s) to NGLCC
 - Letters may not be sent from employees of applying business
- Letter from NGLCC affiliate chamber executive director or certification chair (if there is no executive director or certification chair, the president may issue a letter.)
 - NGLCC affiliate chamber leader must have known the applicant for at least one year.
 - Letter must be sent directly from the reference person to NGLCC
- Certified copy of domestic partnership registration, civil union certification, or marriage certification*
- Divorce documents*
- Death Certificate*
- Current IRS Form 1040 filed jointly by the business owner(s) and spouse(s)
- Proof of domestic partnership health insurance utilization*
- 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*
- Department of Defense Form DD-214 “Certificate of Release or Discharge from Active Duty”
- Physician/therapist carry letter or letter confirming transgender status
- Bills and/or forms for gender affirmation surgery
- Notarized physician letter used to change gender marker on legal documents
- Copy of birth certificate gender marker amendment
- Court-ordered name change with transgender status cited as reason for change
- Photocopies of current and former legal documents (i.e. birth certificates, driver’s licenses, passports, etc.) that demonstrate legal gender marker change

¹ The affidavit is a written statement voluntarily made by the author of the letter stating the contents of the letter are true. The LGBT status qualifier affidavit does not need to be notarized or witnessed but must be signed and submitted with the letter directly to NGLCC.



LIST B

TWO OF THE FOLLOWING DOCUMENTS MAY SUFFICE FOR THE NATIONAL CERTIFICATION COMMITTEE DEPENDING ON THE EXPLICITNESS OF “LGBT” STATUS:

- Apartment lease, automobile title, financing agreement, or utility bills with name of applicant and partner* listed
- Proof of joint property ownership*
- 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 partner* as a beneficiary
- Documentation showing investment holdings that are joint-owned by applicant and partner*
- Proof of joint will for applicant and partner* (reference to partner must be made in the will)
- Prescription bills or orders for hormone replacement therapy (HRT)
- Copy of USCIS Permanent Resident Card amendment application (I-90) citing gender marker change and amended card
- Letter from recognized LGBT organization attesting to LGBT status signed by organization leader or board member
 - Letters must be accompanied by signed affidavits²
- 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, advanced practice providers (including but not limited to physician assistances and advanced practice registered nurses) or attorney letter on official letterhead attesting to the LGBT status of the applicant
 - Letters must be accompanied by signed affidavits³

***The word partner is taken to mean a significant other/spouse/romantic/domestic partner of the same-sex as the business owner/applicant and to every extent of the conventional definitions ascribed to the term LGBT. The appearance of the partner’s name alone does not automatically demonstrate LGBT-status unless “same-sex/domestic partner/spouse” or “husband-husband”/“wife-wife” is explicitly expressed.**

² The affidavit is a written statement voluntarily made by the author of the letter stating the contents of the letter are true. The LGBT status qualifier affidavit does not need to be notarized or witnessed but must be signed and submitted with the letter directly to NGLCC.

³ The affidavit is a written statement voluntarily made by the author of the letter stating the contents of the letter are true. The LGBT status qualifier affidavit does not need to be notarized or witnessed but must be signed and submitted with the letter directly to NGLCC.



Supplier Diversity Initiative

LGBT Status Qualifier Letter Affidavit

I hereby declare that the attached LGBT status qualifier letter written on behalf of the applicant(s) seeking to certify their business is in accordance with my knowledge.

I also hereby declare that the affixed signature on the letter is my signature.

The undersigned hereby declare(s) under penalty of perjury that all statements made in the accompanying reference letter are true and correct.

Applying Business Owner’s Name:

Author’s Name:

Author’s Signature:

Date: _____

Please send this affidavit and LGBT status qualifier letter directly to statusqualifier@nglcc.org.