



Instructions for Filing for MWBE Certification in New York State

1. Eligibility Requirements:

- Ensure your business meets the requirements for MWBE certification. The business must be at least 51% minority or woman-owned, controlled, and operated.
- The business must be located in New York State, and it must be a for-profit entity with a significant operational presence in the state.

2. Prepare Required Documentation:

- Before starting the application process, gather all necessary documentation. This includes:
 - Proof of U.S. citizenship or lawful permanent residency of the business owner(s)
 - A current tax return
 - Business formation documents (e.g., Articles of Organization for LLCs or Articles of Incorporation for corporations)
 - Personal financial statements for the owners
 - Business financial statements for the past two years
 - Resumes of business owners showing active involvement in daily operations
 - Lease agreements for your business location, if applicable

3. Review Process and Complete the Online Application:

- Visit the **New York State Empire State Development (ESD)** website to learn more about the MWBE certification process:
 - **Website:** [MWBE Certification Process - ESD](#)
- Create an account and start your application through the **New York State Contract System (NYSCAS)** portal.

4. Application Review:

- After submitting your application, it will be reviewed by the Empire State Development (ESD) team. They may request additional documentation or clarification during the review process.
- Be prepared to answer any follow-up questions or provide further evidence supporting your application.

5. Approval and Certification:

- Once your application is approved, you will receive your MWBE certification, which allows your business to participate in government contracting opportunities and other benefits.

Additional Resources:

- **Helpful Video 1:** [How to Apply for MWBE Certification](#)
- **Helpful Video 2:** [Navigating the MWBE Certification Process](#)