

PORT OF OAKLAND

CERTIFICATION RENEWAL AFFIDAVIT

Checklist of Supporting Documents. **Select one** of the following Certification types and submit the requested documents to our office:

- 1) **LBABE:** (Local Business Area Business Enterprise – Alameda & Contra Costa Counties)
OR
LIABE: (Local Impact Area Business Enterprise – Cities of Alameda, Emeryville, Oakland & San Leandro)
 - A. Signed Renewal Form
 - B. Copy of firm's current Construction, Professional Licenses, Seller's Permit and / or applicable permits
 - C. Copy of firm's prior and current City or County Business License or Tax Certificate*
 - D. Copy of firm's current lease/rental agreement

- 2) **LIABE/SBE:** (Local Impact Area Business Enterprise/Small Business Enterprise)
OR
LIABE/SBE/VSBE: (Local Impact Area Business Enterprise / Small Business Enterprise / Very Small Business Enterprise Business Enterprise)
 - A. Signed Renewal Form
 - B. Current copy of firm's Construction, Professional Licenses, Seller's Permit and / or applicable Permits
 - C. Copy of firm's prior and current City or County Business License or Tax Certificate*
 - D. Copy of firm's signed company Federal Tax Returns for the last three years
 - E. Copy of firm's current lease/rental agreement

- 3) **TRUCKING:** In addition to the documents above required for firm's certification type, please submit current copies of:
 - A. DMV Motor Carrier Permit, DOT-FHWA
 - B. Random Drug & Alcohol Testing Program Certificate
 - C. CHP Inspection Form/Safety Report/BIT Report
 - D. Vehicle registrations and proof of liability insurance.

- 4) **NON-PROFITS:**
 - A. Copy of firm's current Letter of Determination of Non-Profit status from IRS
 - B. Copy of firm's prior and current City or County Business License or Tax Certificate*
 - C. Copy of firm's signed Federal Tax Returns for the last three years
 - D. Copy of current lease/rental agreement

***Business License or Tax Certificate must be issued by the city/county the local business is located in and MUST show the address of the local business.**



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I declare, under penalty of perjury, that all of the foregoing statements are true and accurate in their representation of this firm. I also understand that The East Bay Interagency Alliance (EBIA) partner agencies have established a collaborative Certification Renewal Application to streamline the renewal process for local businesses working in Alameda County. The Renewal Application information will be shared between agencies but is NOT a reciprocal renewal. Other documents may be requested by each (any) of the EBIA agencies as necessary.

Print Name

Signature

Title (Principal / CEO Officer / Partner)

Date