



## 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 LGBTQ chamber)

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

- Proof of U.S. citizenship or Permanent Resident status:

- Passport (Valid)
- Birth certificate
- Green card

- LGBTQ Status:

*Our supplier diversity corporate partners have made a commitment to buying back from the LGBTQ community. We ask for status qualifiers to establish LGBTQ identity in a fair and transparent way, and to demonstrate to our stakeholders that we are working on behalf of actual LGBTQ business owners. If you have any questions or concerns, please do not hesitate to contact [supplierdiversity@nglcc.org](mailto:supplierdiversity@nglcc.org).*

- Letter from NGLCC Affiliate Chamber verifying LGBTQ status, signed by organization leader or board member.  
OR
- Demonstrated history of membership in the LGBTQ community or of being in a same-sex relationship, partnership or marriage

#### 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 LGBTQ owner(s)
- Form 1120 Schedule G *OR* 1120s Schedule K-1
- Certificate of incorporation
- Articles of Incorporation
- Corporate Bylaws



- Copies of stock certificates (both sides) or proof of stock purchase or equity agreement by LGBTQ owner(s) and/or current stock transfer ledger

Required for Multi-owners

- 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)

## S-CORPORATION

- Brief history of business (startups submit brief business plan)
- Resume of LGBTQ owner(s)
- Form 1120 Schedule G *OR* 1120s Schedule K-1
- Certificate of incorporation
- Articles of Incorporation
- Corporate Bylaws
- Copies of stock certificates (both sides) or proof of stock purchase or equity agreement by LGBTQ owner(s) and/or current stock transfer ledger

Required for Multi-owners

- 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)

## LLC Single Member

- Brief history of business (startups submit brief business plan)
- Resume of LGBTQ owner
- Articles of organization
- Certificate of organization (for businesses in states which issue certificates)
- LLC regulations/operating agreement (multi-owners)
- Form 1040 Schedule C *OR* 1120s Schedule K-1

## LLC Multi-Member

- Brief history of business (startups submit brief business plan)
- Resume of LGBTQ owner(s)
- Articles of organization
- Certificate of organization (for businesses in states which issue certificates)
- LLC regulations/operating agreement
- Form 1065 Schedule K-1 *OR* Form 1120s Schedule K-1



## PARTNERSHIP

- Brief history of business (startups submit brief business plan)
- Resume of LGBTQ owner(s)
- Partnership agreements
- Proof of capital investment by LGBTQ partners
- Limited partnership agreements
- Profit sharing agreements
- Form 1065 Schedule K-1 *OR* Form 1120s Schedule K-1

## SOLE PROPRIETOR

- Brief history of business (startups submit brief business plan)
- Resume of LGBTQ owner
- Form 1040 Schedule C
- Applicable operating business license and/or permits
- Assumed name documents (if applicable)



**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 LGBTQ 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



## LGBTQ STATUS QUALIFIERS FOR BUSINESS OWNERS

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

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

Therefore, the Committee reserves the right to ask for several LGBTQ status qualifiers in order to authenticate the affidavit and corroborate each LGBTQ 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 LGBTQ status. The more an applicant can provide, the more unequivocally it can be determined that the owner(s) is LGBTQ.

***Please note:*** if the sum of all the documents does not specify explicitly that said owner identifies as Lesbian, Gay, Bisexual, Transgender, or Queer, 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](mailto:supplierdiversity@nglcc.org).

***Please also note:*** The NGLCC provides a list of LGBTQ status qualifiers for all members of the LGBTQ 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 “LGBTQ” STATUS:**

*\*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 LGBTQ. The appearance of the partner’s name alone does not automatically demonstrate LGBTQ-status unless “same-sex/domestic partner/spouse” or “husband-husband”/“wife-wife” is explicitly expressed.*

- Letter from three personal references attesting to the LGBTQ status of the business owner(s)
  - Letters must be accompanied by a signed affidavit<sup>1</sup> and must be sent directly from the reference person(s) to NGLCC
  - Letters may not be sent from employees of the 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\* <sup>2</sup>
- Divorce documents\* <sup>2</sup>
- Death Certificate\* <sup>2</sup>
- 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 LGBTQ applicant(s) 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 a medical facility, a letter from a doctor that performed the 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” stating the reason for discharge is related to LGBTQ status
- Physician/therapist carry letter or letter confirming transgender status
- Physician, advanced practice providers (including but not limited to physician assistants and advanced practice registered nurses) or attorney letter on official letterhead attesting to the LGBTQ

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

<sup>2</sup> Additional documentation may be requested.



status of the applicant. Letters must be accompanied by signed affidavits<sup>3</sup>

- Bills and/or forms for gender affirmation surgery
- Notarized physician letter used to change the gender marker on legal documents
- Copy of birth certificate gender marker amendment
- Court-ordered name change with transgender status cited as reason for the change
- Photocopies of current and former legal documents (i.e. birth certificates, driver's licenses, passports, etc.) that demonstrate legal gender marker change
- Letter from a recognized LGBTQ organization attesting to LGBTQ status signed by organization leader or board member
  - Letters must be accompanied by signed affidavits<sup>4</sup>
- Copy of USCIS Permanent Resident Card amendment application (I-90) citing gender marker change and amended card
- Evidence of discriminatory action due to LGBTQ status (i.e. police report, HR report, court documents)
  - Document must state that discrimination was due to LGBTQ status. Other information about incident can be redacted
- Application for US Citizenship/Naturalization (Application Part 10. Information About Your Marital History)

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

<sup>4</sup> The affidavit is a written statement voluntarily made by the author of the letter stating the contents of the letter are true. The LGBTQ 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 “LGBTQ” STATUS:**

*\*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 LGBTQ. The appearance of the partner’s name alone does not automatically demonstrate LGBTQ-status unless “same-sex/domestic partner/spouse” or “husband-husband”/“wife-wife” is explicitly expressed.*

- ❑ 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 the names 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)
- ❑ National or local media articles denoting the LGBTQ status of business owners
- ❑ Paid advertising materials that note the business is LGBTQ owned and operated
- ❑ Certificates/Awards/Recognitions of the business and/or owner(s) as a member of the LGBTQ community
- ❑ Social media profile for the business or a public, personal profile
  - Accepted social media: LinkedIn, Instagram, X (fka Twitter), Threads, Facebook, YouTube, TikTok
  - Must be accompanied by link to post or profile
  - Must be accompanied by a different qualifier from List B (only one social media post or profile will be considered; additional posts or profiles will not be considered)
- ❑ Business website stating the business is LGBTQ-owned
- ❑ Videos and Podcasts, Including but not limited to interviews, promotional content, panel discussions
  - Must state business is LGBTQ-owned or that the owner is a member of the LGBTQ community
  - Timestamp of mention of LGBTQ Status or transcript must be provided





Supplier Diversity Initiative

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# LGBTQ Status Qualifier Letter Affidavit

I hereby declare that the attached LGBTQ 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:**

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**Author's Name:**

\_\_\_\_\_

**Author's Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

Please send this affidavit and LGBTQ status qualifier letter directly to [statusqualifier@nglcc.org](mailto:statusqualifier@nglcc.org).