



**ALAMEDA COUNTY SMALL LOCAL EMERGING BUSINESS PROGRAM  
CERTIFICATION APPLICATION SUPPLEMENTAL**

Please complete the Common Application and this Supplemental and send it in one email message, with the required documents listed in **bold** below, to [ACSLEBcertification@acgov.org](mailto:ACSLEBcertification@acgov.org).

In lieu of providing the required documents via email, you may request an in-person site visit with a Small Local Emerging Business (SLEB) Certification Auditor to include the review of documents.

Please check here if you would like to request a site visit

A site visit may also be scheduled at any time by the SLEB Certification Unit to meet SLEB certification requirements.

Applications will be reviewed within ten business days of receipt. Additional information and documentation may be requested based on the information provided in the Application packet. The SLEB Certification process may take up to 45 business days from receipt of Application.

1. Business Name:

2. Local Business Address:

- a. This is a home based business address Yes  No
- b. The Local Business Address above is Owned  Leased/Rented 
  - i. If Leased/Rented, the business is a Lessee  Sub-lessee

3. The Local Business Address above is the business headquarters location Yes  No

a. If NO, please provide the business headquarters information below:

Street Address	City	State	Number of Staff

4. Submit the following documents, or if site visit requested, have available for review:

- a. Current Local Business License**
- b. Current Identification (Driver’s License, Identification Card, etc.)** of person signing application and Supplemental
- c. Appropriate tax returns (990, 1040, 1120, etc.) showing gross receipts for the last three years for the Local Business and all affiliates.** An affiliation exists when one business controls or has the power to control another business. Affiliation also refers to when a third party or third parties control or has the power to control both businesses.
- d. Deed, current rental or lease agreement(s) showing Local Business Address**
  - i. For recertification in same rented/leased location, most recent cancelled rent/lease check
  - ii. For new certification in rented/leased location, most recent six months cancelled rent/lease checks
- e. If subleasing, landlord’s written consent to sublease**
- f. Current photos of the Local Business location interior and exterior spaces (including signage if applicable)**

When submitting this application to any of the checked Certification Taskforce members, I consent to the sharing of information contained herein and declare under penalty of perjury that statements made in this application are true and correct.  Yes  No

Signature

Print Name

Title

Date