BCIA uses a two part process to ensure that the applicant company meets the BCIA Standards. This will include a thorough review of the documentation presented and a site visit interview with the owner(s). Please refer to the Guidelines for Certification & Recertification used to determine certification (recommended reading).

**Application Instructions:**
To expedite the efficient handling of your application, please read all of these instructions before you begin the application.

Gather all of the required documents. For documents that do not apply to your company, please provide a written explanation stating which documents do not apply. Documentation Required. (see below).

Please include the following with your MBE/DBE certification application packet:

- A copy of your current business licenses (2015)
- A copy of your current insurance certificate which includes your general liability and worker’s compensation coverage
- A copy of your income taxes for the past three (3) years
- A narrative describing your economic and social disadvantageness.
- Original notarized Capability Profile
- $300.00 application fee