

**Office of Supplier Diversity
Florida Department Management Services
4050 Esplanade Way, Suite 380
Tallahassee, Florida 32399-0950**

Supporting Documentation Required For Sole Proprietorships

- ❖ [MyFloridaMarketPlace](#) Registration Summary
- ❖ Proof of Owner(s) ethnicity (race)
 - **Proof of ethnicity can be provided by one of the following:**
 - **If you are a natural born U.S. Citizen:**
 - Copy of Full form birth certificate - it must state parent's race
 - Copy of State of Florida Voter Registration card - it must list a race code
 - American Indians – Copy of Tribal Registration card
 - OR**
 - [Affidavit of Ethnic Designation](#) accompanied by one of the following as proof of U.S. Citizenship:
 - ◆ Copy of Full form birth certificate
 - ◆ Copy of State of Florida Voter Registration card
 - ◆ American Indians – Copy of Tribal Registration card
 - **If you are a foreign born naturalized U.S. Citizens**
 - Copy of U.S. Passport
 - Copy of Naturalization Certificate
- ❖ Proof of Owner(s) State of Florida Residency (*provide one of the following*):
 - Copy of State of Florida Voter Registration Card or
 - Copy of State of Florida Homestead Exemption or
 - Copy of FL Driver License
- ❖ Copy of Owner's Résumé
- ❖ Statement of Owner's duties within the business
- ❖ Copy of Business Occupational License
- ❖ Copy of Fictitious Name Registration – If doing business under name other than your own
- ❖ Copy of Professional License – if applicable to business industry
- ❖ Statement detailing number of Full-time employees employed
- ❖ Copy of most recent two (2) years balance sheet
- ❖ Copy of Bank Signature Card for Business Account or letter from bank stating who has signing authority for the account

The officer assigned to review your documents may request additional information if additional clarification is needed.