

Instructions on Filling out the Online Application

To fill this application in online you will need to have Adobe Reader. There is a link to the Adobe site in the Application section of the website where you can download the latest version at no cost.

The application submission process will be available in several phases. This first phase allows you to fill the application out online, and the system will perform a series of validations to help ensure that the application is complete. However you will not be able to submit the application to MWBD electronically during the first phase. You need to save the online application and mail a printed copy to MWBD for processing. Be sure to include all supporting documents and retain a saved copy for your records.

If you do not choose to use the fill-able online application, please use the “printable certification application” link in the Application section. You will need to print the application and then fill it out. Please attach all supporting documents and then mail to us for processing.

When filling out the online application please follow these instructions:

If you click on the “Highlight Fields” button in the top right hand corner, all the areas in the application that are mandatory will be outlined in red. Those fields outlined in red have to be filled in or you will not be able to print the application.

Enter SSN number or FEIN with no dashes or spaces.

Enter all phone numbers, fax numbers and cell phone numbers with no dashes, or parenthesis around the area code, or spaces. The system will automatically format after you tab to the next field.

It is important to provide MWBD with a business email address and web site URL if available. Most business is done through e-commerce with state entities.

Use the dropdown arrows to choose Group Codes based on the ethnicity definitions in the application on page 2. Please review to be sure you include yourself in the correct group.

There are calendar dropdowns in some fields that are strictly dates. You can scroll backwards to the correct date or simply type the date in the field in the appropriate format of MM-DD-YYYY.

When asked for a dollar value in any field, do not use dollar signs or commas. These will automatically be put in once you move to the next field.

Once you fill in the first year (current year) on question 10 Gross Sales, the other three years following it will be populated with the last two prior years.

To Add a Row to table (such as in Question 7d), click the “Add row” button. To delete a row, click the “X” button next to the row you want to delete.

Too much blank space – can some be deleted

Be sure to fill in and submit all mandatory information.

Validation Errors or Missing Data

If you receive errors or have missing data, you will only be able to save the application to your desktop but you will not be able to print the document until the information is completed or corrected.

Important Reminders

Along with your completed application, be sure to submit all supporting documents requested for your type of business entity and mail to MWBD.

Be sure to sign the acknowledgement on the next to last page and have the verification page signed and notarized.

Be sure to save a copy for your records.

If you have any questions on the fill-able application or the print only application, please contact MWBD at 518-292-5250 or 212-803-2414.