



WOMEN IN BUSINESS

MORRIS COUNTY CHAMBER OF COMMERCE

CHECKLIST FOR NEW JERSEY SMALL BUSINESS ENTERPRISE CERTIFICATION

The State of New Jersey aims to award 25% of state contracting and purchase order dollars to small businesses. Businesses that register with the State as a Small Business Enterprise (SBE) are eligible to bid or compete for these contracts. Thanks to the NJ Business Action Center, MCCC is able to offer on-site SBE certification. Here's the information that you'll need to complete the application (see attached PDF):

- ✓ Taxpayer ID number
- ✓ NAICS (North American Industrial Classification System) Code(s) that best describe(s) your business (1-6 codes can be provided; check here to search by keyword: <https://www.census.gov/eos/www/naics/>)
- ✓ Estimated revenues for last three years (for new businesses, indicate when operations started and provide results as available)
- ✓ Business Registration Certificate
 - If you don't have the original, use this link to check that your BRC is valid and get an online copy: https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp
 - Note: BRC may be suspended or revoked if annual reports have not been filed Use this link to check your annual report status: <https://www.njportal.com/DOR/AnnualReports/Business?sessionType=AnnualReport>
 - You will need the NJ Business Entity Identification Number, business type, and date of incorporation/formation/authorization to check. If you don't have that information, search by business name here <https://www.njportal.com/DOR/BusinessNameSearch/>
- ✓ Commodity codes for core business operations
 - For construction-related industry, use construction craft codes (see complete list at <https://www.nj.gov/njbusiness/documents/constcodes.pdf>)
 - For all other industries, use the NIGP Commodity Code (search by keyword here: <https://www.state.nj.us/treasury/purchase/commcode.shtml>)
- ✓ \$100 fee (check or money order only; payable to **NJ Division of Revenue and Enterprise Services**)
- ✓ Completed SBE application – do not sign! Notaries will be on site to witness signature.
- ✓ Valid identification

Need assistance? Call the NJ Business Action Center at 800.JERSEY.7