



**COUNTY OF ALAMEDA
SMALL, LOCAL AND EMERGING BUSINESS PROGRAM
SLEB
CERTIFICATION INSTRUCTIONS**

1. Complete the application form *3 Easy Steps*

Program Definitions

Local Business: A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County

Small Business: A business which has been certified by the County as local and meets the U.S. Business Administration (SBA) size standards for its classification. Size standards and classification codes information available at <http://www.naics.com/search.htm>

Emerging Business: A business which has been certified by the County as local and meet less than one half of the U.S. SBA size standards for its classification and has been in business less than 5 years.

If you own less than 51% interest in your business, please indicate other owner(s) name(s), title(s) and percentage of ownership. List all current business and professional licenses. If you have been in business for less than three years, please provide your actual gross receipts received for the period that you have been in business. If you have not been in business for a complete tax year, please provide actual gross receipts to date. If any item on the application form is not applicable, please put "N/A" in the designated area. If additional space is needed, please attach additional sheet(s).

Please note certification review can take up to 45 business days from submission of the application.

2. Please sign* and mail Application to:

Alameda County Auditor-Controller Agency
SLEB Certification
1106 Madison Street, Suite 431
Oakland, CA 94607

*The application form must be signed by the owner, principal partner or authorized officer of the corporation. We will contact you shortly to schedule a site visit upon receipt of your application.

3. On-site Visit

The following items must be submitted with your application for our review before the visit to your business address:

- Signed Federal Tax Returns showing Gross Business Receipts for the last 3 years**
- Business Licenses
- Current Identification (i.e. Driver's License, Identification Card)
- Deed, Rental or Lease Agreement showing Business Address

**Personal Net Worth Statement (if the business has never filed taxes)
Additional document(s) may be requested for verification.

If you have questions regarding your certification, please contact:

SLEB Certification Tel: (510) 891-5500 Fax: (510) 208-9963 or Email: ACSLEBcertification@acgov.org

Thank you for your interest in doing business with Alameda County.