



**City of Jacksonville (COJ), FL
Jacksonville Small Emerging Business (JSEB) Program
Instructions and Re-Certification Application/Affidavit
Ordinance 2004 – 602E**

IMPORTANT INFORMATION

This re-certification application/affidavit is required for re-certification with the City of Jacksonville utilizing the above numbered Ordinance enacted on August 10, 2004. This application is to be completed by businesses re-certifying into the JSEB program;

Please Be Advised that under Florida's Public Record's Laws any information sent to the City of Jacksonville is considered a public record and is subject to disclosure under these laws, except for statutorily express exemptions. Any information deemed confidential and exempt from this law will be redacted.

INSTRUCTIONS FOR COMPLETING

1. Submit the re-certification affidavit in ink or typewritten.
2. Answer every question completely. Additional responses may be attached. Indicate questions which do not apply to the applicant's business with "N/A."
3. Provide all documents requested simultaneously with the submission of the affidavit.
4. The owner must sign the affidavit and have it notarized. The Notary Public cannot be a relative of the owner or an owner, officer or director of the business.
5. Failure to complete the affidavit as instructed will delay processing and may result in a lapse in the certification period or denial of JSEB re-certification.
6. An "Owners Net Worth" statement must be submitted for each qualifying owner, and must be notarized.
7. When filling out the optional Race/Gender Self – Classification form, please note the form must be completed and signed for each qualifying owner. **This form is for internal purposes only.**
8. The business must provide written notification to the Equal Business Opportunity office of any changes, such as changes in business name, address, ownership, control, residency, licensure, or conflicts of interest, within 10 business days after the change.
9. Per enacting legislation, all certified JSEBs must meet educational requirements in order to remain in the program. Failure to submit the required educational documentation will result in denial of re-certification.

Completion of this affidavit determines the business agrees to abide by the requirements of Chapter 126, Part 6, Jacksonville Ordinance Code, and that, upon affidavit approval and receipt of a re-certification letter indicating the period of certification regarding the same, it is the business' responsibility, with or without EBO notification, to submit an affidavit for re-certification within 60 calendar days before the date on which the period of certification ends or expires.

• **Sec. 126.608. - Jacksonville Small Emerging Businesses defined.**

(b) Certifications granted after July 1, 2004 are valid for one year; provided however, that a certification, once granted, can be extended for up to four one-year terms upon the submission of an affidavit, under penalty of perjury, confirming the continued accuracy of the original certification, or identifying changes thereto; and provided further however that the JSEBs must submit the above affidavit no sooner than 60 days before certification expires, in the form created by the Procurement Division.