

Prior to completing the Small Business registration application

1. All businesses/ vendors wishing to be recognized as a Small Business must be registered to do business with the Department's [Office of Transportation Services Procurement](#) prior to submitting the Small Business application. If your business is already registered or prequalified with the Department, proceed to step 3.
2. All material suppliers wishing to be recognized as a Small Business must be registered to do business with the Department of Administrative Services-[Team Georgia Market Place](#) prior to submitting the Small Business application. If your business is already registered with the Department of Administrative Services, proceed to step 3.
3. Registered or prequalified vendors must submit the Small Business Application notarized, along with the SBA Standard Size tool Results to sbp@dot.ga.gov. The NAICS code/s listed on the SBA tool results must match the NAICS code/s listed on the Small Business Application. You will receive registration notification by email within 30 days.
4. After reviewing the FAQ section of the program, interested applicants may send additional questions or concerns to sbp@dot.ga.gov

SEE THE NEXT PAGES FOR INSTRUCTIONS ON COMPLETING THE APPLICATION

1. **BUSINESS NAME:** Fill in the name of your company.
2. **BUSINESS ADDRESS:** Fill in the physical address of your company building.
3. **MAILING ADDRESS:** Fill in the address where you receive mail for your company.
4. **TELEPHONE:** Fill in the company's telephone number
5. **FAX:** Fill in the company's telephone fax number, if you have a company fax machine.
6. **OTHER:** Fill in any phone number you believe will be helpful for the Department to have, not already provided.
7. **E-MAIL:** Fill in the Email address of the owner, or permanent representative of the Company.
8. **DATE BUSINESS ESTABLISHED:** Fill in the date your business was started
9. **FEDERAL EMPLOYER IDENTIFICATION NUMER:** Fill in the EIN provided to you for your business by the IRS. If you do not already have one, the IRS provides the free service @ [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-\(EINs\)-](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-(EINs)-)
10. **GDOT VENDOR NUMBER:** Fill in the Number provided to your company by the Office of Transportation Procurement Service when you registered or became prequalified to do business with the Department. If you do not already have one, please obtain one from <http://www.dot.ga.gov/doingbusiness/prequalification/Pages/Contractors.aspx> prior to requesting SB designation. Suppliers must register with DOAS prior to requesting SB designation @ <http://doas.ga.gov/TGM/Pages/TGMSuppliers.aspx> if not already done so.
11. **BRIEF DESCRIPTION OF WORK TYPE:** Explain what type of work your company primarily does. (Example, Grading, Hauling, Landscaping, Erosion control, etc.)
12. **NAICS /NIGP CODES:** Fill in the NAICS codes that apply to your type of work as a contractor. If you do not know your NAICS codes they may be obtained at <http://www.census.gov/eos/www/naics/>. NIGP codes only apply to material supply and can be obtained at http://ssl.doas.state.ga.us/PRSapp/PR_nigp_keyword_selectionPUBLIC.jsp.
13. **LEGAL STRUCTURE:** Click the check box that is associated with your business. A definition of each structure can be found @ <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Business-Structures>
14. **LIST ALL OFFICERS OF THE BUSINESS:** Persons who hold an office of authority, command, or trust of a firm, such as a President, CEO, Vice President, etc., to manage the day-to-day operations. Owner, if different from the President, must be listed first.
15. **FIRM GROSS RECEIPTS, PAST 3 YEAR AVERAGE:** Fill in the average of the past 3 years annual receipts. If your company has not been in business for three (3) years or more divide the number of weeks in business, multiplied by 52. Receipts means "total income" (or in the case of a sole proprietorship, "gross income") plus "cost of goods sold" as these terms are defined and reported on Internal Revenue Service (IRS) tax return forms (such as Form 1120 for corporations; Form 1120S and Schedule K for S corporations; Form 1120, Form 1065 or Form 1040 for LLCs; Form 1065 and Schedule K for partnerships; Form 1040, Schedule F for farms; Form 1040, Schedule C for other sole proprietorships).
16. **Majority Owner's Gender:** Fill in male or female. (Providing this information will not affect the registration decision or award of a contract. The information will be used for statistical purposes only)
17. **Majority Owner's race:** Fill in owner's primary hereditary characteristics, White, Black, Hispanic, Native American, Asian-Pacific, Subcontinent Asian, or etc. (Providing this information will not affect the registration decision or award of a contract. The information will be used for statistical purposes only)

Declaration of Truth

The Owner or the Authorized representative must complete the declaration of truth statement in the presence of a notary.

The Owner or the Authorized representative must confirm the Business applying to the SB program meets the definition of a Small Business by checking box a.

A certified DBE already meets the definition of a small business; therefore registration into the SBP for an existing DBE is not necessary to be considered a SB. If the Owner or the Authorized representative checks box b, the application will not be processed. If your business is not currently certified as a DBE, but believes your business meets the economically and socially disadvantaged criteria to be a DBE please refer to the [DBE Program](#).

Questions concerning this application can be sent to sbp@dot.ga.gov