

## APPLICANT CHECKLIST FOR DCAMM ONLINE CONTRACTOR CERTIFICATION SUB-BIDDER CERTIFICATION

- Supplier Diversity Office (SDO) Certificate, if applicable
- Primary Contact information for your company and your company's business address. Include a separate mailing address, if applicable
- Federal Employer Identification Number (FEIN)
- For corporations and LLCs, your company's most recent annual report filed with the Secretary of State Corporations Division [Click this link to access the Secretary of State's Corporation Division](#)
- For unincorporated businesses, a business certificate filed with the applicable city or town
- For Corporations or LLCs **applying for DCAMM certification online for the first time**, your company's Articles of Incorporation or Articles of Organization
- Resumes of Principals, Management and Supervisory Personnel
- Copies of all applicable Licenses in the Category(s) of Work for which your company is seeking Certification
- Information for up to ten (10) of your company's most recent construction projects of at least \$20,000 completed within the past three (3) years. Also required for projects in progress.
- Most recent annual CPA-audited, CPA-reviewed or CPA-compiled Financial Statement, including balance sheet, income statement, statement of cash flows, notes
- Workers' Compensation Policy Information Page showing coverage in Massachusetts and your Experience Modification Rating (EMR)
- If your Policy Information Page does not include your EMR, or if your company does not qualify for an EMR, a verification document from your insurance agent is required
- Division of Unemployment Assistance (DUA) Certificate of Compliance dated within thirty (30) days of application submission. Certificates may be obtained at [Click this link to access DUA Quest](#)
- Authorized Signatory listing. If your company does not maintain a list of authorized signers, you may use the [Authorized Signatory Listing](#) form on the Contractor Certification Applications page



DIVISION OF  
CAPITAL ASSET  
MANAGEMENT &  
MAINTENANCE

### DCAMM Contractor Certification Office

**Phone:** 617-727-4050  
**Fax:** 617-727-8284  
**Email:** [certification.DCAMM@state.ma.us](mailto:certification.DCAMM@state.ma.us)  
**Website:** [www.mass.gov/dcam/certification](http://www.mass.gov/dcam/certification)