

**APPLICANT CHECKLIST FOR DCAMM ONLINE CONTRACTOR CERTIFICATION  
SMALL PRIME CONTRACTOR 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 twenty (20) of your company's most recent construction projects of at least \$50,000 completed within the past five (5) years. Also required for projects in progress
- ☐ Bonding commitment letter addressed to DCAMM containing single project and aggregate work limits for your company
- ☐ 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 (DNQ) 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

**DCAMM Contractor Certification Office**

**Phone:** 617-727-4050 x31305

**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)