



Alameda County Transportation Commission CERTIFICATION CHECKLIST

All forms can be found on line at www.AlamedaCTC.org (go to 'Opportunities')

New Certification Applications

1. East Bay Interagency Alliance (EBIA) Common Application
2. Supplemental Questionnaire B
3. Current Business License/Business Tax Certificate/California Motor Carrier Permit
4. Fully executed lease / rental agreement / deed of ownership for real property
5. Provide one of the following (**must** include Alameda County business address):
 - a) Fully executed contract to perform work or
 - b) Contract for business service/equipment/utilities
 - c) Purchase Order
6. Professional license(s) or permit(s)
7. Documentable proof of business operation within Alameda County for one year or more. (Acceptable proof includes prior year contract, prior business license, old lease, etc.)
8. **For small or very small businesses only:**
 - Must submit completed tax forms for the past three years**
 - Partnership: Federal Tax Form 1065 including Schedule K & K1
 - Corporation: Federal Tax Form 1120S and 4562 including Schedule K & K1
 - Sole Proprietor: ACTIA Supplemental Questionnaire Form B1 & Tax Form Schedule C

EBIA Member Agency Certifications

Port of Oakland, City of Oakland, County of Alameda- **current Small Business certification**

- o Copy of certification letter with Supplemental Questionnaire B to Alameda CTC for certification review.

Port of Oakland **current Very Small Business certification:**

- o Copy of current PORT certification letter, Supplemental Form B2 and Tax Schedule C for reciprocal Alameda CTC certification

Certification Renewals

- o EBIA Common Certification Renewal Application
 - o Supplemental Questionnaire B
 - o Current Business License/Business Tax Certificate/California Motor Carrier Permit
- If you are also applying for certification renewal with the Port or City of Oakland, please be sure to include the signature page, of the past 2 years of tax filings, with your submission.**

CONTACT US

Please direct all certification inquiries to the Certification Team at either 510-208-7468, via email at certification@AlamedaCTC.org OR 510-208-7466, via email at outreach@AlamedaCTC.org.

Certification application and required documentation should be submitted to:

Alameda CTC Certification Coordinator
1333 Broadway, Suite 300
Oakland, California 94612