

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT



**SWORN AFFIDAVIT**

The undersigned, as a duly authorized representative of (Business Enterprise Name) \_\_\_\_\_, swears (or affirms) that the statements made and documents submitted as part of the attached certification application, request for upgrade or joint venture application, with or without a bid or proposal request, to the Department of Small and Local Business Development (“Department”) are true and correct and include all material information necessary:

1. To identify and explain the operations of the company;
2. To identify the ownership of the company; and, otherwise,
3. Establish the company’s eligibility for certification under the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended D.C. Official Code § 2-218.01 *et seq.*

The undersigned, as a duly authorized representative of (Business Enterprise Name) \_\_\_\_\_, swears (or affirms) to report to the Department any change of the District principal office address, ownership or other change that may affect the eligibility of the Certified Business Enterprise (“CBE”) immediately if an application for certification, request for upgrade or joint venture application is pending when said change occurs and within thirty (30) days of the date of any such change after becoming a CBE.

The undersigned, as a duly authorized representative of (Business Enterprise Name) \_\_\_\_\_, swears (or affirms) that the below list includes the chief executive officer and highest level managerial employees of (Business Enterprise Name) \_\_\_\_\_ and their respective titles and that (Business Enterprise Name) \_\_\_\_\_ shall report any change to the below list immediately if an application for certification, request for upgrade or joint venture application is pending when said change occurs and within thirty (30) days of the date of change after becoming a CBE.

|      |       |
|------|-------|
| Name | Title |
| Name | Title |
| Name | Title |

The undersigned, as a duly authorized representative of (Business Enterprise Name) \_\_\_\_\_, swears (or affirms) the (Business Enterprise Name) \_\_\_\_\_ and each of the above listed chief executive officers and highest level managerial employees of (Business Enterprise Name) \_\_\_\_\_ have not been revoked, suspended or debarred by any governmental entity in any jurisdiction for any cause listed in rules and regulations and have not been convicted of the following in any federal or state jurisdiction (if for individuals as an adult):

- (a) A criminal offense incident to obtaining or attempting to obtain a public or private contract, or subcontract, or in the performance of the contract or subcontract;
- (b) Fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity; or
- (c) An offense under antitrust statutes arising out of the submission of bids or proposals.

**SIGN ONLY IN THE PRESENCE OF A NOTARY PUBLIC**

I declare, certify, verify or state under penalty of perjury<sup>1</sup> that the foregoing, and the documents submitted, are true and correct.

Executed on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Signed and sworn to (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, who is well known to me as the person who executed the foregoing affidavit and who acknowledged the same to be his/her free act and deed.

Before me personally (name of Notary Public): \_\_\_\_\_  
(Please Print)

City of: \_\_\_\_\_ State of: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

(Seal)

My Commission expires: \_\_\_\_\_

<sup>1</sup> Pursuant to D.C. Official Code § 22-2402, any person convicted of perjury shall be fined not more than \$ 5,000 or imprisoned for not more than 10 years, or both. In addition pursuant to D.C. Official Code § 22-2404 a person commits the offense of false swearing if under oath or affirmation he or she willfully makes a false statement, in writing, that is in fact material and the statement is one which is required by law to be sworn or affirmed before a notary public or other person authorized to administer oaths. Any person convicted of false swearing shall be fined not more than \$ 2,500 or imprisoned for not more than 3 years, or both.

Pursuant to D.C. Official Code § 2-218.63 9 (c), The District of Columbia’s Office of the Attorney General may bring civil action in the Superior Court of the District of Columbia against a business enterprise and the directors, officers, or principals thereof that is reasonably believed to have obtained certification by fraud or deceit or to have willfully furnished substantially inaccurate or incomplete information to the DSLBD. A business enterprise or individual found guilty in such a proceeding shall be subject to a civil penalty of not more than \$100,000.