

**CITY OF BALTIMORE**

CATHERINE E. PUGH, Mayor



**MINORITY AND WOMEN'S BUSINESS  
OPPORTUNITY OFFICE**

Room 101, City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202  
Phone: 410-396-4355  
Fax: 410-396-1457

Dear Applicant:

Enclosed is the Reciprocal Certification Affidavit for Maryland Department of Transportation Certified Firms for certification as a Minority and/or Women's Business Enterprise with the City of Baltimore. This Affidavit must be completed, signed and notarized in order to be reviewed. Also remember to include a copy of your most recent federal tax return, your lease agreement for your Baltimore Market Area, independent, operating office (Baltimore City, Anne Arundel, Baltimore, Carroll, Harford, Howard, and Queen Anne's Counties) and a copy of your MDOT certification letter.

If your application is approved, your certification will last for two years. You can make changes to the information on file by submitting any relevant supporting documents or verification. Please be advised that changes should be made prior to your renewal date. Please review the Affidavit thoroughly before submitting it. Every item must be checked off on this document. Failure to do so will cause a delay in determining your eligibility for certification.

If you need assistance, please call the Minority and Women's Business Opportunity Office at (410) 396-4355.

