

## LOCAL VERIFICATION REQUEST FORM

San Francisco Bay Area Rapid Transit District (BART) Local Small Business  
for Small Businesses (SB) certified by the California Department of General Services (DGS)

Name of Business \_\_\_\_\_

Principal Place of Business (address) \_\_\_\_\_

City, State, Zip \_\_\_\_\_ County \_\_\_\_\_

DGS Small Business Cert. ID: \_\_\_\_\_

Check all that apply: ☐ SB ☐ Disabled Veteran Business Enterprise ☐ LGBT Business Enterprise

Owner or Owner's representative \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

*Only DGS-certified SBs located in Alameda, Contra Costa, or San Francisco may be verified as Local SBs.*

BART's list of Verified Local Small Businesses can be accessed at <https://www.bart.gov/about/business/ocr>.

### CHECKLIST

If you answer 'yes' to any of the following, you do not need to provide any documentation with this request form:

- ☐ Certified as Small/Local Business or Emerging/Local Business by Alameda County and listed on: [https://www.acgov.org/sleb\\_query\\_app/gsa/sleb/query/slebresultlist.jsp?smEmInd=C](https://www.acgov.org/sleb_query_app/gsa/sleb/query/slebresultlist.jsp?smEmInd=C)
- ☐ Certified as San Francisco Local Business Enterprise by City/County of San Francisco and listed on: [http://mission.sfgov.org/hrc\\_certification/](http://mission.sfgov.org/hrc_certification/)
- ☐ Certified as Local Business Enterprise by City of Oakland and listed on: <http://www2.oaklandnet.com/government/o/CityAdministration/d/CP/s/CertifiedContractors/index.htm>

If you did not answer 'yes' to any of the above criteria, please provide the following documentation with your Local Verification Request Form:

- A copy of your business license from the city where your business (SB) is based (should match above). May be from a county if your business is based in unincorporated area.
- If you own the property above, please provide a copy of the most recent real estate property tax assessment. If you rent or lease the property above, please provide a copy of the lease agreement (summary page is sufficient) under the name of the SB or the SB's owner.
- A copy of SB's or owner's (if applicable) most recent 1040 federal tax return (i.e. Schedule C).

Preferred method of delivery is scanned PDF copies of this form and documentation (if required), emailed to [measurerr@bart.gov](mailto:measurerr@bart.gov). The form and documentation may also be sent to:

BART Office of Civil Rights  
Local Small Business Verification  
300 Lakeside Dr, 16<sup>th</sup> Floor  
Oakland, CA 94612

Questions?  
Call: 510-287-4700  
Email: [measurerr@bart.gov](mailto:measurerr@bart.gov)