FORM 48A CHECKLIST

- Is your application either clipped or stapled? Please do not bind this document, since we separate it for review and filing.

- Have you reviewed the Instructions for Form 48A regarding completion of Box 4, types of ownership and included the required documentation?

- Have you enclosed a copy of your firm’s Business Registration Certificate?

- If your firm is certified as an MBE or WBE, have you enclosed a copy of your certificate?

- Have you enclosed the $100 fee requested in Box 5c?

- Are all the boxes on Page 1 of the form, checked as appropriate?

- In Section 13, have all NJ licensed/certified staff, signed this page? Please be sure to attach the originally signed sheet to your application.

- Are the resumes of the firm’s principals and key personnel completed on the sheets provided?

- Have you enclosed, the originally signed page of Section 15, which lists the firm’s owners/stockholders?

- If your firm has a parent firm, have you included a completed Section 15 for the parent firm – both the owner/stockholder page and the questionnaire page?

- Have you included the requested financial information as noted on the Section 16 sheet?

- In Section 18, have you complied with the directions regarding the listing of projects --- three for each discipline, two of which are completed?

- Are Sections 22 and 23 notarized?