



Tools and Resources

Annual Verifications, Recertifications and Reminders

To maintain your certification:

- Be mindful of the requirement to submit annual verifications. These are due prior to the anniversary of your certification. You use the verification statement to attest that there have been changes in ownership, revenue eligibility or control of the business that would affect its eligibility. The verification is filed online on the UCS at <https://www.njportal.com/DOR/SBERegistry>. The Certification Units sends email notifications of the requirement to file in advance of the due date.
- Remember that there are renewal filing requirements. For MWBE and LGBTQ+ certifications, you must file for full certification after your initial one-year provisional certification and then every five years thereafter. There are five-year renewal requirements for the other types of certification. Verifications are filed online on the UCS at <https://www.njportal.com/DOR/SBERegistry>. The Certification Units sends email notifications of the requirement to file in advance of the due date

To check on your registration status (good to do before registering, filing an annual renewal or submitting an annual verification):

Access the Business Registration search at:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp