



Alameda County Transportation Commission Certification Checklist

New Certification Applications

1. East Bay Interagency Alliance (EBIA) Common Certification Application
2. Supplemental Certification Questionnaire B
3. Current Business License/Business Tax Certificate/California Motor Carrier Permit
4. Fully executed lease/rental agreement or deed of ownership for real property
5. Provide one of the following (must include Alameda County business address)
 - a) Fully executed contract to perform work
 - b) Contract for business service/equipment/utilities
 - c) Purchase Order
6. Professional license(s) or permit(s)
7. Documentation providing proof of business operation within Alameda County for one year or more. (e.g., prior year contract, prior business license, old lease, etc.)
8. **For small or very small local businesses only:**
Must submit complete tax forms for each of the past three years
Partnership: Federal Tax Form 1065 including Schedule K/K1
Corporation: Federal Tax Form 1120S and 4562, including Schedule K/K1
Sole Proprietorship: Federal Tax Form 1040 & Schedule C

Certification Renewals

1. EBIA Common Recertification Application
2. Supplemental Certification Questionnaire B
3. Current Business License/Business Tax Certificate/Motor Carrier Permit
4. **For small or very small local businesses only:**
Must submit complete tax forms for each of the past three years
Partnership: Federal Tax Form 1065 including Schedule K/K1
Corporation: Federal Tax Form 1120S and 4562, including Schedule K/K1
Sole Proprietorship: Federal Tax Form 1040 & Schedule C

Note: If you are also applying for certification renewal with the Port or City of Oakland, please be sure to include the signature page of the past 2 years of tax filings with your submission.

CONTACT US

- All certification forms can be found on our website at www.AlamedaCTC.org
- Please direct all certification inquiries to the Certification Team at 510.208.7466 or via email at either Certification@AlamedaCTC.org or Outreach@AlamedaCTC.org
- Certification applications and required documentation may be submitted via email to the Certification Team, as noted above or via post to:

Alameda CTC Certification Coordinator
1111 Broadway, Suite 800
Oakland, CA 94607