

- Applicant's Checklist
- Applicant Certification and Assurances Form (Exhibit B)

Business Requirements

- Contractor Intake Form (Exhibit C)
- Additional Contractor Information (Exhibit D)
- Copy of WA State Master Business License
- Copy of 501(c)(3) IRS letter designating your status as a nonprofit (if applicable)
- List of partners, members, directors, officers, and board members, including title, phone number, and e-mail. (not applicable to sole proprietors).
- Copy of Certificate of Insurance – conforming to minimum insurance requirements.
- Copy of OFM Statewide Payee Registration and W-9 forms (Exhibit E)

Qualifications and Experience Requirements

- Three Professional References
- CRP Services and Qualifications Form (Exhibit I)
- IL Services and Qualifications Form (Exhibit J)
- BCS Access Request Form (Exhibit G)
- Background Check Contractor Designated Contact Form (Exhibit H)

Management and Operations Requirements

- Code of Ethics and Standards of Practice (Exhibit F)
- Fire/Safety Inspection Certificate; **OR**
 - Statement verifying that you do not own, lease, or rent a premises where you provide services, but meet clients in public locations.
- Responses to Management and Operations Requirements.