



## LGBTQ STATUS QUALIFIERS FOR BUSINESS OWNERS

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The National LGBT Chamber of Commerce's supplier diversity corporate partners have made a commitment to buying back from the LGBTQ community.

The NGLCC National Certification Committee, in accordance with the LGBTQ Business Enterprise (LGBTBE) certification's [Standards & Procedures](#), asks for status qualifiers to establish LGBTQ identity in order to demonstrate to all stakeholders that the NGLCC is working on behalf of LGBTQ business owners.

Therefore, the Committee reserves the right to ask for several LGBTQ status qualifiers in order to authenticate the affidavit and corroborate each LGBTQ status qualifier document with the other. This, in concert with the other certification requirements, prevents ineligible applicants from dishonestly obtaining LGBTBE certification.

Unless otherwise noted, the following documents are acceptable forms of LGBTQ status. The more an applicant can provide, the more unequivocally it can be determined that the owner(s) is LGBTQ.

**Please note:** if the sum of all the documents does not specify explicitly that said owner identifies as Lesbian, Gay, Bisexual, Transgender, or Queer, it is very unlikely that it will suffice for the National Certification Committee. For the purpose of certification as an LGBT Business Enterprise, queer is defined as an individual who is not heterosexual and/or not cisgender.

If you have any questions or concerns, please do not hesitate to contact [supplierdiversity@nglcc.org](mailto:supplierdiversity@nglcc.org).

**Please also note:** The NGLCC provides a list of LGBTQ status qualifiers for all members of the LGBTQ community –both those in a relationship and for those who are single. Please read through all of the options below before deciding which qualifiers you would like to submit.

You may submit *either*:  
One (1) document from [List A](#)  
OR  
Two (2) documents from [List B](#)



### LIST A

#### ONE OF THE FOLLOWING DOCUMENTS MAY SUFFICE FOR THE NATIONAL CERTIFICATION COMMITTEE DEPENDING ON THE EXPLICITNESS OF “LGBTQ” STATUS:

- Letter from three personal references attesting to LGBTQ status of business owner(s)
  - Letters must be accompanied by signed affidavit<sup>1</sup> and must be sent directly from the reference person(s), who has known business owner for at least two years, to NGLCC
  - In letter, reference person(s) must state their relationship to business owner, years known, and their statement that owner is L, G, B, T, Q\* or a member of the LGBTQ community
  - Letters may not be sent from employees of applying business
- Letter from NGLCC affiliate chamber executive director or certification chair (if there is no executive director or certification chair, the president may issue a letter.)
  - NGLCC affiliate chamber leader must have known the applicant for at least two years.
  - Letter must be sent directly from the reference person to NGLCC
  - In letter, reference person(s) must state how long they’ve know the business owner and their statement that owner is L, G, B, T, Q\* or a member of the LGBTQ community
- Certified copy of domestic partnership registration, civil union certification, or marriage certification\*
- Divorce documents\*
- Death Certificate\*
- Current IRS Form 1040 filed jointly by the business owner(s) and spouse(s)
- Proof of domestic partnership health insurance utilization\*
- Evidence of completed or attempted parenting and family building efforts made by LGBTQ applicant and same sex partner:
  - Second parent\* adoption: Petition for second parent adoption, adoption records, and/or state-required documents for adoption
  - In-vitro fertilization procedure: Proof of procedure from medical facility, letter from doctor that performed procedure, and/or medical records/insurance records citing the procedure
  - Surrogate mother arrangements: Proof of surrogacy in the form of a surrogacy contract, proof of payment, medical records, and/or letter from surrogate mother and doctor
- Documentation of petition for hospital visitation rights\*
- Department of Defense Form DD-214 “Certificate of Release or Discharge from Active Duty”\*
- Physician/therapist carry letter or letter confirming transgender status
- Bills and/or forms for gender affirmation surgery
- Notarized physician letter used to change gender marker on legal documents

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<sup>1</sup> The affidavit is a written statement voluntarily made by the author of the letter stating the contents of the letter are true. The LGBT status qualifier affidavit does not need to be notarized or witnessed but must be signed and submitted with the letter directly to NGLCC.



- Copy of birth certificate gender marker amendment
- Court-ordered name change with transgender status cited as reason for change
- Photocopies of current and former legal documents (i.e. birth certificates, driver’s licenses, passports, etc.) that demonstrate legal gender marker change

LIST B

TWO OF THE FOLLOWING DOCUMENTS MAY SUFFICE FOR THE NATIONAL CERTIFICATION COMMITTEE DEPENDING ON THE EXPLICITNESS OF “LGBTQ” STATUS:



- Apartment lease, automobile title, financing agreement, or utility bills with name of applicant and partner\* listed
- Proof of joint property ownership\*
- Major loans or lines of credit with name of applicant and partner\* listed
- Records of philanthropic contributions by applicant and partner\* (tax donation with name of applicant and partner listed)
- Insurance, including renter's, homeowner's, or life, with name of applicant and partner\* listed
- Retirement plan documentation listing applicant's partner\* as a beneficiary
- Documentation showing investment holdings that are joint-owned by applicant and partner\*
- Proof of joint will for applicant and partner\* (reference to partner must be made in the will)
- Prescription bills or orders for hormone replacement therapy (HRT)
- Copy of USCIS Permanent Resident Card amendment application (I-90) citing gender marker change and amended card
- Letter from recognized LGBTQ organization attesting to LGBTQ status signed by organization leader or board member
  - Letters must be accompanied by signed affidavits<sup>2</sup>
- National or local media articles denoting the LGBTQ status of business owners
- Advertising/promotional materials that note the business is LGBTQ owned and operated
- Certificates/Awards/Recognitions of the business and/or owner(s) as a member of the LGBTQ community
- Physician, advanced practice providers (including but not limited to physician assistances & advanced practice registered nurses) or attorney letter on official letterhead attesting to the LGBTQ status of the applicant
  - Letters must be accompanied by signed affidavits<sup>3</sup>
  - In letter, reference person(s) must state their relationship to business owner, and their statement that owner is L, G, B, T, Q\* or a member of the LGBTQ community

**\*The word partner is taken to mean a significant other/spouse/romantic/domestic partner of the same-sex as the business owner/applicant and to every extent of the conventional definitions ascribed to the term LGBT. The appearance of the partner's name alone does not automatically demonstrate LGBT-status unless "same-sex/domestic partner/spouse" or "husband-husband"/"wife-wife" is explicitly expressed.**

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<sup>2</sup> The affidavit is a written statement voluntarily made by the author of the letter stating the contents of the letter are true. The LGBT status qualifier affidavit does not need to be notarized or witnessed but must be signed and submitted with the letter directly to NGLCC.

<sup>3</sup> The affidavit is a written statement voluntarily made by the author of the letter stating the contents of the letter are true. The LGBT status qualifier affidavit does not need to be notarized or witnessed but must be signed and submitted with the letter directly to NGLCC.



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## Supplier Diversity Initiative

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# LGBTQ\* Status Qualifier Letter Affidavit

I hereby declare that the attached LGBTQ status qualifier letter written on behalf of the applicant(s) seeking to certify their business is in accordance with my knowledge.

I also hereby declare that the affixed signature on the letter is my signature.

The undersigned hereby declare(s) under penalty of perjury that all statements made in the accompanying reference letter are true and correct.

**Applying Business Owner’s Name:**

\_\_\_\_\_

**Author’s Name:**

**Author’s Signature:**

\_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

\* For the purpose of certification as an LGBT business enterprise, queer is defined as an individual who is not heterosexual and/or not cisgender.

Please send this affidavit and LGBTQ status qualifier letter directly to [statusqualifier@nglcc.org](mailto:statusqualifier@nglcc.org).