



APPLYING FOR MBE RECERTIFICATION

Steps to Recertify as an MBE

- Log into the [NMSDC Hub](#)
- Select the “**Recertify**” option.
- Complete the application.
- Complete all required fields marked with an asterisk [*].
- Upload all required documents.
- Complete Certification Affidavit.
- Submit the Application Fee.
- Monitor your email and the NMSDC Hub for application updates/requests.
- Please respond promptly to any requests for more information by uploading the requested documentation and resubmitting the application.

Application fees are non-refundable. Recertification processing time may take up to 45 days. Applications with missing or invalid information may require additional processing time.

Helpful Things to Know

- MBE certification is valid for one year and requires annual recertification prior to the expiration date. All currently certified MBEs must submit a recertification application every year regardless if business ownership or operations have changed.
- Failure to recertify on time may result in lapse or loss of certification, or the need to restart the certification process if certification has been expired for one year or longer.
- Timely submission supports continuous certification status and helps prevent processing delays or gaps in certification.

Need Assistance?

Technical Support: thehubsupport@nmsdc.org Certification Support: certification@nmsdc.org

212-944-2430 | nmsdc.org | thehub.nmsdc.org