



Applying for Interlocal Certification with the School District of Palm Beach County

Interlocal Program Certification Agency Partners:

City of West Palm Beach, Palm Beach County Office of Equal Business Opportunity (OEBO), or Miami-Dade County Public Schools Office of Economic Opportunity.

Step 1: Request a completed and signed Interlocal Cover Sheet from your certifying agency. *You will need this information to complete our online application.*

- City of West Palm Beach..... 561-282-1286
- Palm Beach County (OEBO)..... 561-616-6840
- Miami-Dade County Public Schools..... 305-995-1321

Step 2: Fill Out the Online Certification Application

- Visit palmbeachschools.diversitycompliance.com and log in.
- Select "Apply for/Renew Certification" and answer prompted questions.

Step 3: Confirm Your Certification Status

- When asked if you are currently certified with the School District of Palm Beach County, **select NO**.

Step 4: Select Your Firm's Domicile

- Click "Your firm is domiciled in Florida."

Step 5: Choose Your Certification Type

- Select "Your firm is seeking SBE or MWBE certification."
- If applying for both, opt for MWBE and include an SBE affidavit of certification later in the application process.

Step 6: Specify Your Location

- Choose "Your firm is domiciled in Palm Beach, Broward, or Miami-Dade County."

Step 7: Declare other Certification

- When asked if you are certified with any other agencies, **select YES**.
- Upon completing these steps, you'll proceed to the **Interlocal SBE or MWBE Application**. Here, you'll fill out the following sections to complete:
 - Section 1: Business Profile
 - Section 2: Business Information
 - Section 3: Ownership and Control
 - Section 4: Financial Information and Inventory
 - Document List

For further assistance, contact:

Timothy Kimball, Certification Analyst,
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561-681-2418

Certification with the District is not guaranteed and is dependent on your firm's eligibility with our program guidelines.