

**STANDARD OPERATING PROCEDURE
PROFESSIONAL COMPLIANCE DIVISION
PCD SOP No. 00-01
Effective: January 31, 2001**

SUBJECT: VERIFYING CORPORATE REGISTRATION

PURPOSE AND SCOPE: To establish procedures to verify an organization's incorporation status.

I. AUTHORITY:

- A. [Operational Directive 99-03, Aviation Department Written Directive System](#).
- B. DSOP No. 01-07 – Qualification Verification and Due Diligence.

II. POLICY:

- A. Verification of an organization's incorporation status is an essential test for procurement actions. The Professional Compliance Division will do this verification upon request.
- B. Whenever possible, the verification of Florida corporations can be accomplished by using the Internet.
- C. If the subject has indicated a history with Miami-Dade County government, existing files in other departments will be checked.

III. PROCEDURE:

- A. For Florida Corporations, Partnerships and Limited Liability Partnerships use: <http://www.sunbiz.org>
- B. Out of state corporate data will vary by state. Internet links to states and local governments can be found at:
<http://www.piperinfo.com/state/index.cfm>
- C. If corporate documents have been filed in the past as part of other Miami-Dade County administrative processes they may be available at:
 - 1. Department of Business Development (305) 349-5960. A list of currently certified firms is available at:
<http://www.co.miami-dade.fl.us/dbd>

2. Department of Procurement Management (305) 375-5257
General contact information is available at:
<http://www.co.miami-dade.fl.us/dpm>

REVOCATION: None.

CROSS REFERENCE: None.

(Original signed)

G.T. Arnold, Assistant Aviation Director
Professional Standards and Compliance

Date: January 31, 2001