



Sole Registry of Professional Services Providers Certification Requirements

Legal Entity- Rev. 2022

1. Annual fee \$200.00 (*)
 - If manual, you must attach the payment receipt. (You can pay online with Visa or MasterCard).
2. Application/Renewal Form (*)
 - To be filled in the same portal
3. Professional experience documents
 - Company Profile or Resume of Members (*)
 - Diploma, **if applicable**.
 - License to practice the profession, **if applicable**.
4. Affidavit (*)
 - ASG-633 Form rev. 2022
5. Puerto Rico Equal Pay Act Certification (Act 16-2017) (*)
 - ASG-727 Form rev. 2021.
6. Corporate Resolution or Certification of a Limited Liability Company (**only Applies to Corporations and/or LLC's**)
 - ASG- 674 Form Rev.2022
7. Unique Entity ID (SAM.GOV)
 - This certificate only applies to legal entities interested to participate in federally funded projects.
8. Puerto Rico Police Bureau- Criminal Record Certificate (*)
 - A Criminal Record Certificate of all authorized members must be submitted on a single PDF file.
9. Department of State (*)
 - Registration Certificate
 - Good Standing Certificate - (issued no more than a year)
 - Deed of Incorporation/Agreement (Only Applies to Partnerships)
10. Department of Treasury (*)
 - Filing Certification of Tax Returns with the Department of Treasury for the five (5) years prior to the signing of the contract (SC-6088). If for any period you did not file a tax return, you must submit form (SC-2781) - Certification of Reasons why you are not required by law to file an individual income tax return. If it is indicated that for any period the "information is not available", you must submit a copy of the first page of the return stamped as received by the Department of the Treasury or a copy of the Electronic Filing Confirmation Sheet.
 - No Debt Certification from the Department of Treasury (SC-6096). If there is debt, the legal entity must file evidence that it is complying with a payment plan. The No

Debt Certification may be substituted by the Single Debt Certification issued in accordance with the provisions of Act No. 85 of 2009, known as the Electronic Certificates and Vouchers Act. Not more than 30 days after issued

- Merchant Registration (IVU) Certification (SC-2918).
 - i. If you are a **Withholding Agent**, you must submit:
 - 1. Certification of Filing of SUT Sales and Use Tax Returns (SC- 2942).

11. Department of Labor and Human Resources (*)

- Certification for Unemployment Insurance and Disability Insurance may be substituted by the Single Debt Certification.
- Certification for the Concept of Social Security for Drivers.

12. Municipal Revenue Collection Center (CRIM) (*)

- All Items Certification (may be substituted by the Single Debt Certification)
 - i. **Must Attach to the All-Concepts Certification (In A Single PDF):**
 - 1. Owns movable and immovable property.
 - a. Filing certification of the Personal Property Tax Return for the last five (5) tax periods.
 - 2. Does not own movable property, but owns real estate property
 - a. Negative Certification of the Movable Property or Affidavit.
 - 3. Possesses movable property, but not real property.
 - a. Filing Certification of the Personal Property Tax Return for the last five (5) tax periods.
 - 4. Owns neither movable nor immovable property.
 - a. Movable and Immovable Property Negative Certification

13. State Insurance Fund Corporation (CFSE) (*)

- Debt Certification (Form CFSE-0566 or CFSE-3047)

14. ASUME Certification (*)

- Employer's Certification of Compliance may be substituted by the Single Debt Certification. - Not more than 30 days after issued.

Applicable Provisions:

1. If in **Debt** to any government agency and/or entity, the legal entity **Must**, along with the certification, submit, as applicable, **Recent Evidence** of payment plan, account statements; resolution of administrative review/investigation or receipt of payment.
2. A RUP officer shall evaluate the filed documents by the applicant.
3. The applicant's documents must be current and validated with the payment receipt. The expiration of the validity or lack of validation of the submitted documents shall be sufficient cause for ineligibility.
4. If a RUP officer requires an applicant to complete information, update submitted documents or any other diligence related to its application and the applicant does not take action as requested within a period of one year from the corresponding requirement, it will be sufficient cause to classify the Certification as **Expired**. Likewise, failure to pay the annual fee shall be sufficient cause for not issuing or processing its renewal.
5. **Without Any Exception** and under no circumstances shall there be any refund, credit or proration of the annual fee paid by any applicant.

ⁱ *Required documents