



**Requirements to apply for
Professional Service Providers Sole Registry Certification (RUP)**

INDIVIDUAL/ DBA- Rev. 2022

1. Annual fee \$100.00 (*)
 - 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. Documents of professional experience
 - Resume (*)
 - Diploma, **if applicable**.
 - License to practice the profession, **if applicable**.
4. Affidavit (*)
 - ASG-633 Form rev. 2022
5. Individual Type Business Certification (*)
 - ASG-673 Form rev. 2021
6. Puerto Rico Equal Pay Act (Act 16-2017) Certification (*)
 - ASG -727 Form rev. 2021.
7. Unique Entity ID (SAM.GOV)
 - This certificate only applies to natural persons interested to participate in federally funded projects.
8. Puerto Rico Police Bureau- Criminal Record Certificate (*)
 - Non-residents of Puerto Rico can submit a Criminal Background Check or Local Police Check
9. Department of the Treasury (*)
 - -Filing of Income Tax Returns Certification with the Department of the 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 you have debt, you must file evidence that you have and are 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
 - i. If you are a **Withholding Agent**, you must submit
 1. Certification of Filing of SUT Sales and Use Tax Returns (SC- 2942).

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

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

11. Department of Labor and Human Resources (DTRH) (*)

- Department of Labor and Human Resources (DTRH) Certification of Driver's Compensation Insurance (*)
- Unemployment and Temporary Disability Insurance Certification by the Department of Labor and Human Resources may be substituted by the Single Debt Certification.

12. Administration for the Support of Minors (ASUME)- Department of the Family (*)

- Individual Certification of Compliance may be substituted for the Single Debt Certification of - Not more than 90 days old.

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

- All Concepts 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. Movable Property Negative Certification 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.

Applicable Provisions:

1. If in **Debt** with any government agency and/or entity, the individual/DBA **Must**, along with the certification, submit, as applicable, **Recent Evidence** of the payment plan, account statements; resolution of the administrative review/investigation or payment receipt.
2. A RUP officer shall evaluate the documents filed 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 documents submitted will 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 act as requested within a period of one year from the 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.
1. **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