



Requirements to request the Professional Services Providers Sole Registry Certification

Foreign 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. Certification of the Puerto Rico Equal Pay Act (Act 16-2017) (*)
 - ASG-727 Form rev. 2021.
6. Corporate Resolution or Certification of a Limited Liability Company (**Only required 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. Criminal Background Check or Local Police Check (*)
 - A Criminal Background Check or Local Police Check of all authorized members must be submitted (on a single PDF file).
9. Deed of Incorporation/Agreement (**Only Applies to Partnerships**)
10. Department of State (*)
 - Authorization to Do Business in Puerto Rico
 - Certificate of Good Standing - Not more than 1 year old after issued.
11. Department of the Treasury (*)
 - No Debt Certification from the Department of the Treasury (SC-6096). If there is debt, it must file evidence of compliance 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. Filing Certification of Sales and Use Tax Returns (SUT) (SC- 2942).

12. Department of Labor and Human Resources (*)

- Unemployment Insurance and Disability Insurance Certification may be substituted by the Single Debt Certification.

13. 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 foreign legal entity **Must**, along with the adequate 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 documents submitted 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 document 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 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** Under no circumstances shall there be any refund, credit or proration of the annual fee paid by any applicant.

ⁱ *Required documents