

Register for Section 3 Self Certification

The Section 3 Business Registry is a listing of firms that have self-certified that they meet one of the regulatory definitions of a Section 3 business and are included in a searchable online database that can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of certain HUD-funded contracts. The database can also be used by Section 3 residents to identify businesses that may have employment opportunities.

This registry is a helpful tool to assist recipients of HUD funding (e.g., Public Housing Agencies, local units of government, property owners, etc), developers, and others locate Section 3 businesses within their community. It also enables HUD grantees to meet their Section 3 obligations by reducing some of the burden associated with locating eligible businesses.

Select your location

1. First thing you must do is select your location. Click the drop down box to locate your State.
2. Next select the drop down for county's which will automatically populate the counties from the selected state.
3. Then select your city from the next drop down tab which will auto populate the cities from the selected county.
4. Finally select your zip code in the drop down box from your selected city.

Once the above steps have been taken your selected state, county, city, and zip code information will be entered in the application and you can begin entering your business detail information.

All box fields with * are required fields that must be filled in before an application can be submitted.

Box 1:	Business Name REQUIRED FIELD (*)	Enter the name of your business as it appears in your state's registered business database, DBA (Doing Business As), LLC, or Corporation.
Box 2:	Business Street Address REQUIRED FIELD (*)	Enter the address as it appears in your state's registered business database, DBA (Doing Business As), LLC, or Corporation. (PO Boxes excepted)
Box 3:	Business City REQUIRED FIELD (*)	Auto Populated
Box 4:	County REQUIRED FIELD (*)	Auto Populated
Box 5:	State REQUIRED FIELD (*)	Auto Populated
Box 6:	Zip REQUIRED FIELD (*)	Auto Populated
Box 7:	Business Telephone Number REQUIRED FIELD (*)	Enter the business contact number
Box 8:	Business Website Address	Enter the business website address/URL
Box 9:	Business Point of Contact REQUIRED FIELD (*)	Enter the name of the primary contact person
Box 10:	Business Email REQUIRED FIELD (*)	Enter the email address of the primary contact person
Box 11:	Contact Phone Number	Enter the number of the primary contact person
Box 12:	Number of Employees REQUIRED FIELD (*)	Enter the total number of currently employed full time staff, including yourself and any partners
Box 13:	Business License	Enter your businesses license number. Virtually every business needs some form of license or permit to legally operate in a given jurisdiction. However, licensing and permit requirements vary depending on the type of business you are operating, location, and specific regulations. In most cases, there is a fee charged to obtain a business license. Requirements for a business license vary by state and municipality. Please visit: http://www.sba.gov/content/search-business-licenses-and-permits to learn more about obtaining a business license. If a business license number is not required, please enter "Not Applicable"
Box 14:	NAICS	North American Industry Classification System (NAICS), https://www.naics.com . NAICS is a system used to classify establishments by industry.

Box 15:	Year Business Established REQUIRED FIELD (*)	Enter the year the business was established
Box 16:	Duns Number	Duns is a unique 9-digit universal numbering system that's used by businesses and the federal government to keep track of more than 70 million businesses world-wide. D-U-N-S Number assignment is free for all businesses required to register with the federal government for contracts or grants. For more information on DUNS numbers go to www.SBA.gov
Box 17:	EIN	An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You can apply at https://sa.www4.irs.gov/modiein/individual/index.jsp . This is a free service offered by the Internal Revenue Service. You must check with your state to make sure you need a state number or charter.
Box 18:	Business Capabilities Narrative	Capability Narrative is a summary of a company's ability to perform. What services does my business provide relative to my primary NAICS code? Your narrative must be less than 4,000 characters.
Box 19:	Please note any locations within the County and/or City Area that your business is NOT willing to serve.	Enter any County and/or City Area that your business is NOT willing to serve. MUST BE LESS THAN 200 CHARACTERS.
Box 20:	Section 3 Business Criteria: REQUIRED FIELD (*)	At least one of the criteria's must be checked. Click here Am I a Section 3 Business to determine if you or your business is eligible to receive preference as a Section 3 business
NEXT		
* Type of services that your business provides: Please check at least one box. If other, please provide description. REQUIRED FIELD (*)		
Box 21:	Other	Give a brief description of your company and what services it provides.
Is your Business Currently Hiring New Employees: Check either Yes or No		
After Reading disclaimer tap the "Register Business" tab. The next page will ask you to verify your information and allow you the opportunity to make any necessary corrections. Once you have verified your information you can select 'Submit Registration' to continue or 'Cancel' to return to the form to make any corrections. Once submitted your business will be added to the registry.		