

How to Apply Online for Palm Beach County OSBD Certification

1. Prepare Your Information

- Business name, address, and contact details.
- Employer Identification Number (EIN) or Social Security Number (if sole proprietor)
- Ownership and management details
- Supporting documents (business license, tax returns, proof of residency, etc.)

2. Access the Online Portal

- Go to the Palm Beach County **Office of Small Business Development (OSBD)** webpage: [OSBD Certification](#)
- Select the Vendor Registration tab.
- Log in with your credentials to access the OSBD Vendor Portal

3. Create or Log Into Your Account

- If you are a new user, register by creating an account with your email and password.
- If you already have an account, log in with your credentials.

4. Complete the Application Form

- Fill out all required fields, including business ownership, structure, and operational details.
- Upload supporting documents in accessible formats (PDF only).
- Ensure all attachments containing personal identifying information are redacted or not visible.

5. Review and Submit

- Double-check your entries for accuracy.
- Confirm that all required documents are attached and are redacted.
- Submit the application electronically through the portal.

6. Confirmation

- You will receive an email confirmation once your application is submitted.
- Keep this confirmation for your records.
- Once your application has been submitted, you will receive a letter confirming the receipt of your application within 48 hours, excluding weekends and holidays.

7. Follow Up

- Your assigned OSBD Specialist will contact you for additional information or clarification.