



LGBT STATUS QUALIFIERS FOR BUSINESS OWNERS

The Canadian Gay & Lesbian Chamber of Commerce's (CGLCC) supplier diversity corporate partners have made a commitment to buying back from the LGBT community.

The CGLCC's certification standards and procedures requires status qualifiers to establish LGBT identity in order to demonstrate to all stakeholders that the CGLCC is working on behalf of LGBT business owners.

Therefore, the CGLCC Certification Committee reserves the right to ask for several LGBT status qualifiers in order to authenticate the affidavit and corroborate each LGBT status qualifier document with the other. This, in concert with the other certification requirements, prevents ineligible applicants from dishonestly obtaining LGBTBE certification.

Unless otherwise noted, the following documents are acceptable forms of LGBT status. The more an applicant can provide, the more unequivocally it can be determined that the owner(s) is LGBT.

Please note: if the sum of all the documents does not specify explicitly that said owner identifies as Lesbian, Gay, Bisexual, or Transgender, it is very unlikely that it will suffice for the Certification Committee.

Please note: The CGLCC provides a list of LGBT status qualifiers for all members of the LGBT community —both those in a relationship and for those who are single. Please read through all of the options below before deciding which qualifiers you would like to submit.

Please note: The word partner throughout is taken to mean a significant other/spouse/romantic/domestic partner of the same-sex as the business owner/applicant and to every extent of the conventional definitions ascribed to the term LGBT. The appearance of the partner's name alone does not automatically demonstrate LGBT-status unless "same-sex/domestic partner/spouse" or "husband-husband"/"wife-wife" is explicitly expressed.

If you have any questions or concerns, please do not hesitate to contact danny@cglcc.ca.

You may submit either: one (1) document from List A OR two (2) documents from List B.

List A (one item required from this list)

One of the following documents **may** suffice for the certification committee depending on the explicitness of "LGBT" status:

- Letters from three personal references attesting to LGBT status of business owner(s) (see sample letter attached)
 - Letters must be accompanied by a signed affidavit¹ and sent directly from the reference person to CGLCC
 - Letters may not be sent from employees of applying business
- Letter attesting to LGBT status of business owner(s) from CGLCC affiliate chamber executive director/Chair, President
 - CGLCC affiliate chamber leader must have known the applicant for at least one year
 - Letter must be sent directly from the reference person to CGLCC

¹ The affidavit is a written statement voluntarily made by the author of the letter stating the contents of the letter are true. The LGBT status qualifier affidavit does not need to be notarized or witnessed but must be signed and submitted with the letter directly to CGLCC.



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- Certified copy of domestic partnership registration, civil union certification, or marriage certification between LGBT applicant and partner
- Divorce documents from LGBT applicant and partner
- Current CRA Form *Income Tax and Benefit Return 5014-R* (or equivalent Form based on province of residence) filed jointly by the business owner(s) and same sex spouse(s)
- Proof of domestic partnership health insurance utilization
- Evidence of completed or attempted parenting and family building efforts made by LGBT applicant and partner:
 - Second parent adoption: Petition for second parent adoption, adoption records, and/or province-required documents for adoption
 - In vitro fertilization procedure: Proof of procedure from medical facility, letter from doctor that performed procedure, and/or medical records/insurance records citing the procedure
 - Surrogate mother arrangements: Proof of surrogacy in the form of a surrogacy contract, proof of payment, medical records, and/or letter from surrogate mother and doctor
- Physician/therapist carry letter or letter confirming transgender status
- Bills and/or forms for gender affirmation surgery
- Notarized physician letter used to change gender marker on legal documents from “M” to “F” or “F” to “M”
- Copy of birth certificate gender marker amendment from “M” to “F” or “F” to “M”
- Court-ordered name change with transgender status cited as reason for change
- Photocopies of current and former legal documents (i.e. birth certificates, driver’s licenses, passports, etc.) that demonstrate legal gender marker change from “M” to “F” or “F” to “M”

List B (two item required from this list)

Two of the following documents **may** suffice for the national certification committee depending on the explicitness of “LGBT” status:

- Apartment lease, automobile title, financing agreement, or utility bills with name of applicant and partner listed
- Proof of joint property ownership
- Major loans or lines of credit with name of applicant and partner listed
- Records of philanthropic contributions by applicant and partner (tax donation with name of applicant and partner listed)
- Insurance, including renter’s, homeowner’s, or life, with name of applicant and partner listed
- Retirement plan documentation listing applicant’s partner as a beneficiary
- Documentation showing investment holdings that are joint-owned by applicant and partner
- Proof of joint will for applicant and partner (reference to partner must be made in the will)
- Prescription bills or orders for hormone replacement therapy (HRT)
- Copy of IRCC *Request For Permanent Resident Card Indicating Sex Designation Other Than Sex Shown On Foreign Travel Document* application (IMM 5543) requesting a change in sex designation
- Letter from recognized LGBT organization attesting to LGBT status signed by organization leader or board member
- National or local media articles denoting the LGBT status of business owners
- Advertising/promotional materials that note the business is LGBT owned and operated
- Certificates/Awards/Recognitions of the business and/or owner(s) as a member of the LGBT community
- Physician or attorney letter on official letterhead attesting to the LGBT status of the applicant



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Personal reference letter template/example

{Date}

Canadian Gay and Lesbian Chamber of Commerce
LGBT Supplier Diversity Program
400, 229 Yonge Street
Toronto, ON
M5B 1N9

Re: {Company Name} Supplier Diversity Certification Application

To whom it may concern:

I am pleased to provide this letter of reference for {Applicant Name}, {Title} of {Company Name} in support the application for certification in the LGBT Supplier Diversity Program.

With my signature below, I hereby attest that {Applicant Name}, owner of {Company Name} is {insert applicable LGBT status}.

I have come to know {Applicant Name} in my role as {Title} with {Organization Name}. I have {known, worked with} {Applicant Name} for {timeframe}.

Please contact me directly if you have any further questions. Sincerely,
{Signature}

{Name}
{Company if applicable} {Title and/or Relationship} {Phone}
{Email}