

## Home Based Business (HBB) Application Checklist

Present/NA   Absent

- An original signed letter requesting permission to operate an HBB in Government-owned or leased quarters. The request must include the proposed name of the business, address, telephone number, and type of business, service or goods offered for sale. Only an original ink signature is acceptable.
  
- An original signed copy of AE Form 210-70A.
  
- If the HBB will offer goods or services for sale on the installation, two current passport-size photographs of the individual who will operate the HBB.
  
- The individual's Host nation (HN) tax identification number (for example, a *Steuernummer* in Germany) and a copy of all other required HN tax documents.
  
- Documentation (for example, a copy from the *Handelsregister* in Germany) to show that the individual is properly registered, if required, in the HN.
  
- One copy of any retail or installment contracts that will be used during commercial solicitation.
  
- A catalog or list of goods and services offered by the vendor along with a description of the goods and services, accurate photographs of goods offered for sale, and a price list for all goods and services.
  
- From Family members of the U.S. Forces only, a photocopy of a valid passport and a photocopy of the SOFA identification certificate. Family members of U.S. Forces must have a valid SOFA identification certificate in their passports to process their application.
  
- From HN residents only, a current HN ID card (for example, a *Reisepass* or *Personalausweis* in Germany) and a valid national ID for noncitizens who reside and solicit in the HN and in addition a copy of the residency permit (for example, an *Aufenthaltstitel* in Germany) if required. Note: dependents of Soldiers or members of the civilian component don't need a residence permit.

Copies of all other permits or licenses, if any, required by HN law (for example, a *Reisegewerbekarte*, which is a permit to conduct business without a permanent local office in Germany). If local HN authorities (for example, the *Stadtverwaltung* or *Gewerbeamt* in Germany) are required by HN law to issue statements of exemption, a copy of this document must be provided.

An original signed statement that no modifications will be made to Government-owned or -leased quarters or an explanation of proposed modifications.

If provided for by HN law, a statement of good conduct (for example, a *Führungszeugnis* in Germany) dated not more than 90 days before the date of the application.

Soldiers and DOD, DA, and NAFI employees requesting permission to operate an HBB must include a memorandum from their commander or supervisor authorizing outside employment.