



ADMC Renewal Documentation

In order to complete the ADMC Renewal process, please send the following documentation in PDF format to ADMEI@admei.org. Please name the documents using both the number and the name. (i.e., 2Certificate of good Standing.pdf, 3Balance Sheet.pdf, etc.)

1. If your company's **Articles of Incorporation** or **governing documents** have not changed since your company first became an ADMC, it is not necessary to resend. Please include them only if they have changed.
2. **Documentation of tax law compliance** or **Certificate of Good Standing** from the state in which the DMC is incorporated, or has its principal office, and for each DMC office, branch, subsidiary, and affiliate.(if different from the state/province/country in which the DMC is incorporated, when required by law.) Note that accreditation can only be granted to offices of the DMC in states/provinces/countries from which a Documentation of tax law compliance or Certificate of Good Standing is provided.
3. DMC will provide a **balance sheet** OR a **letter from the DMC's CPA** attesting to the company's financial stability.
4. Bankruptcy resolution (if applicable)
5. Lawsuit(s) resolution (if applicable)
6. **Membership certificates** of applicable Convention and Visitors Bureau (CVB)/Destination Marketing Organization (DMO), Tourist Bureau, local Chamber of Commerce organization.
7. **Certificates of insurance**/evidence of coverages required that are in DMC name and not in the name of the clients.
8. DMC will provide the company's **formal organizational chart** noting all company positions and the hierarchy within the company.
9. DMC will provide **written job descriptions** for all job functions noted within the organizational chart (including education and experience requirements).
10. A representative **sample service contract** (fees and other sensitive information should be deleted)
11. DMC will provide a copy of the company's written or electronic **client satisfaction survey**.
12. Signed **Declaration and Release** with Principal/officer signature. (*This form is available for signature via the online form*).