

Virginia Unified Certification Program Interstate Application Process DBE Required Documents List

Please use the checklist below to prepare the required documents for an Interstate Application Process DBE Application. The checkboxes correspond to the Upload Documents area in your application portal.

Applicant Company Legal Name:

Certification/Record tracking Number:

Application Materials

Cover letter that specifies that the DBE is applying for interstate certification and identifies all UCPs in which the DBE is certified (including the UCP that originally certified it)

- Upload to:
 - DBE/ACDBE Interstate Certification Cover Letter, formerly DBE Interstate Certification Affidavit

An electronic image of the UCP directory of the original UCP that shows the DBE certification (ensure that the image of the UCP directory is from the publicly available view and not from an internal view only visible to you when logged in)

- Upload to:
 - Electronic image of the UCP directory of the original UCP that shows the DBE certification (new interstate DBE/ACDBE applicants only)

A new DOE (Declaration of Eligibility)

- Upload to:
 - Declaration of Eligibility (DOE) fka Affidavit of Certification (located near the bottom of the DBE upload page)