

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 Interstate Certification Affidavit
- An electronic image of the UCP directory of the original UCP that shows the DBE certification
 - Upload to:
 - DBE and SBA 8(a) or SDB certifications, denials, and/or de-certifications, if applicable; and any U.S. DOT appeal decisions on these actions
- A new DOE (Declaration of Eligibility)
 - Upload to:
 - Affidavit of Certification (located near the bottom of the DBE upload page)