## SECTION 1: INSTRUCTIONS

Per 49 C.F.R. §26.85, all out-of-state applicants must submit the following:

1. A completed DBE Uniform Certification Application form with all supporting documents and any other information submitted to your home state or any other state related to your firm’s certification
   
   **NOTE:** This includes affidavits of no change, updated tax documents, any notices of changes submitted to your home state, and all correspondence with your home state’s UCP or any other recipient concerning your application or status as a DBE firm.

2. Notices or correspondence from states other than your home state relating to your status as an applicant or certified DBE in those states
   
   **NOTE:** For example, if you have been denied certification or decertified in state C, or subject to a decertification action, you must inform KYTC’s OCRSBD and provide all documentation concerning this action.

3. If a certification appeal was filed with the US DOT, you must inform KYTC’s OCRSBD and provide the firm’s letter of appeal and DOT’s response.

**IMPORTANT NOTE:** In the Commonwealth of Kentucky, any false statement is sufficient cause for denial of DBE certification, revocation of a prior approval or suspension, and may be subject the person and/or entity making the false statement to any and all civil and criminal penalties under applicable federal and state laws.

## SECTION 2: DOCUMENTATION CHECKLIST

1. I have included a complete copy of my home state DBE file, which includes:
   
   Application Form(s)  [ ] Yes  [ ] No  
   Supporting Documents  [ ] Yes  [ ] No  
   Taxes  [ ] Yes  [ ] No

2. No Change Affidavits  [ ] Yes  [ ] No  [ ] Not applicable
   Notices of Change  [ ] Yes  [ ] No  [ ] Not applicable

3. I have included DOT appeal letters and responses.  [ ] Yes  [ ] No  [ ] Not Applicable

## SECTION 3: CERTIFICATION

**NOTE:** This form must be signed and sworn to by each owner of the application firm. Use additional forms if needed.

1. __________________________________________ (printed name), in the City/County of __________________________________________ being duly sworn deposes and says that he or she is __________________________________________ (title) of __________________________________________ (organization name) and hereby declares under penalty that the information in this affidavit is true and correct as of the date hereby given. The undersigned attests that this packet contains all the information required by Section 1 items 1-3 and the information is complete and, as required in Section 1 item 1, an identical copy of the information submitted to my firm’s home state. Further, I declare under penalty of perjury that all facts in my most recent on-site report remain true and correct.

**SIGNATURE**

**DATE**

## SECTION 4: NOTARIZATION (Notary Certificate with Notary Seal)

City/County of __________________________________________ Commonwealth/State of __________________________________________

The foregoing instrument was subscribed and sworn before me this _______ day of __________________________, 20____

By __________________________________________ (name of person/DBE applicant)

Notary Signature __________________________________________ Notary Registration # __________________________

My Commission expires: __________________________________________ (date)