

Affidavit of Certification for Out-of-State Applicants

This application is for federal certification for a business that is located outside of the state of Washington. To qualify for this certification, you must be certified in your home state as a:

- DBE - Disadvantaged Business Enterprise, or
- ACDBE - Airport Concessionaire Disadvantaged Business Enterprise

How to apply

1. Complete the Affidavit of Certification on Page 3. This form must be signed and notarized for **each owner** whose disadvantaged status is relied on for certification.

Include the following:

2. A copy of your signed and notarized **home state** federal application, including all supporting documents. Please provide a copy of exactly what you gave your home state.
3. Any affidavits of no change and any notices of changes that you submitted to your home state after you were certified.
4. Any correspondence or information you submitted to your home state or any other recipient concerning your application or status as a DBE/ACDBE firm. For example, if you notified your home state of an ownership change.
5. Any notices or correspondence from states other than your home state relating to your status as an applicant or certified firm in those states. For example, if your firm was denied certification or decertified in any other state, you must provide all documentation concerning this action.
6. Any certification appeal(s) filed with the United States Department of Transportation (USDOT), specifically any letter of appeal and USDOT's response
7. \$25 processing fee.

If you no longer have a complete copy of all the documents on file with your home state you may need to contact that state to request records.

How long will the application take?

It takes about 60 days to process your application once we receive all of the required documents.

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Please call us if you have any questions when filling out your application or when you receive a request for additional information. We are here to help.

Please mail the non-refundable \$25 application fee, affidavit(s) and supporting documentation to:

OMWBE
P.O. Box 41160
Olympia WA 98504-1160

If you have any questions please call us at 360-664-9750 or 1-800-208-1064
or email us at receptionist@omwbe.wa.gov

We are open Monday through Friday from 8:00 a.m. to 5:00 p.m.

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This form must be signed and notarized for each owner whose disadvantaged status is relied on for certification.

I _____ (printed *full name*), swear or affirm that I am _____ (title) of _____ (firm name) and that:

- I have provided the Office of Minority and Women's Business Enterprise (OMWBE) all of the information required by [49 C.F.R. § 26.85\(c\)](#) and the information is complete and accurate.
- I provided the complete copy of my businesses' DBE/ACDBE certification application and all supporting documents provided to my home state.
- All facts in the onsite interview report(s) performed by the home state remain true and correct.
- I have provided all annual affidavits of no change, any notices of changes, and any other information that has been submitted to my home state.
- I have provided any correspondence or information submitted to my home state or any other recipient concerning my application or status as a DBE/ACDBE firm.
- I have provided any notices or correspondence from states other than my home state relating to my status as an applicant or certified firm in those states.
- I have provided any certification appeal(s) filed with the United States Department of Transportation (USDOT), specifically any letter of appeal and USDOT's response

I certify and declare under penalty of perjury that all of the information provided in this application and supporting documents are true and correct.

Applicant's printed name

Applicant's signature

NOTARY CERTIFICATE

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____, 20____ by _____

Signature of Notary Public

Date appointment expires