

INTERSTATE DBE APPLICATION PROCESS



To successfully apply for Interstate Certification in the South Dakota Department of Transportation's (SDDOT) Disadvantaged Business Enterprise Program (DBE), the following documents must be submitted:

- A cover letter that specifies the following:
 1. Your Jurisdiction of Original Certification (JOC)
 2. A list of other Unified Certification Programs (UCP) that you are certified in
 3. Your current certification type (DBE/ACDBE)

SDDOT UCP Interstate Cover Letter

can be found here: <https://dot.sd.gov/media/documents/DBE/SDUCP%20Interstate%20Cover%20Letter.pdf>

- An electronic image of the UCP directory of your JOC that clearly shows your DBE/ACDBE certification.
Example: a screenshot of your listing in the DBE or other directory of your original certifying state/city/etc (JOC).
- A completed and signed version of the Declaration of Eligibility (DOE) form.
SDDOT DOE and Info Form can be found here: <https://dot.sd.gov/media/documents/DBE/Declaration%20of%20Eligibility%20&%20Info%20Form.pdf>
- Most recent business tax return (gross receipts).



The Process

1. Submit documentation to SDDOT:
Mail completed applications to:
South Dakota Department of Transportation
DBE Program
700 E. Broadway Ave.
Pierre, SD 57501

Establish a secure share drive by contacting: kyle.watkins@state.sd.us
2. Staff reviews submitted cover letter, UCP directory, DOE, and gross receipts.
3. Staff notifies the firm of certification decision within 10 business days.

