



# ROADMAP TO DBE CERTIFICATION IN MISSISSIPPI

## Firms Located in Mississippi

1. Complete the UCP Application, listed as DBE Certification Application.
  - a. Page 13 needs to be signed and notarized.
2. Supporting Document Checklist (Page 14)  
*(all items might not apply to your business, we will judge this on a case by case basis)*
  - a. PNW Statement
    - i. Page 1 needs to be dated at the top.
    - ii. Page 3 needs to be signed, dated and notarized.
  - b. Federal Tax Returns
    - i. Please make sure that taxes for every year are signed and dated.
    - ii. If you filed electronically, make sure Form 8879 is included and signed.

After we have received all of the requested information, your application will be processed within 90 days.

## Firms Located Outside of Mississippi

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1. Sign and notarize the Interstate Affidavit, listed as DBE Certification Application(Out of State).
2. You must provide a complete copy of the application form, all supporting documents, and any other information you have submitted to your home state or any other state related to your firm's certification. This includes affidavits of no change and any notices of changes that you have submitted, as well as any correspondence you have had with your home state's UCP or any other recipient concerning your application or status as a DBE firm.
3. You must also provide any notices or correspondence from states other than your home state relating to your status as an applicant or certified DBE in those states. For example, if you have been denied certification or decertified in any state, or subject to a decertification action, you must inform us of this fact and provide all documentation concerning this action.
4. If you have filed a certification appeal with DOT you must inform us of the fact and provide your letter of appeal and DOT's response.
5. Only provide personal and/or federal taxes if you were certified within the past three years with your home state.

After we have received all of the requested information, your application will be processed within 60 days.

## Submitting an Application

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You can submit this information via email or regular mail.

**Email:** [jrawls@mdot.ms.gov](mailto:jrawls@mdot.ms.gov) or [cbell@mdot.ms.gov](mailto:cbell@mdot.ms.gov)

**Regular Mail:**

Mississippi Department of Transportation  
Office of Civil Rights (62-03)  
PO Box 1850  
Jackson, MS 39215-1850