

DBE Certification

Q: How do I apply for DBE Certification with TxDOT?

A: For more information about the TxDOT DBE Program, visit the TxDOT DBE Program page (<http://www.txdot.gov/business/partnerships/dbe.html>). To apply, log in to DMS (<https://txdot.txdotcms.com>).

Q: My company is located outside of Texas, how do I apply for DBE certification with TxDOT?

A: First, your company must be certified as a DBE in its home state. If it is, then visit DMS Homepage (<https://txdot.txdotcms.com>), and log in to apply. For more information about the TxDOT DBE Program, visit (<http://www.txdot.gov/business/partnerships/dbe.html>).

The DBE Interstate Certification Checklist and Affidavit can be found on the Texas Unified Certification Program page on our website (<http://www.txdot.gov/business/partnerships/tucp.html>).

Q: How do I know which agency to submit my DBE application to?

A: There are six certifying agencies in Texas, so the correct agency depends on where your office is located. Please see the Certifying Agency Region Map (<http://ftp.dot.state.tx.us/pub/txdot-info/ocr/tucp/tucp-region-map.pdf>) to determine the correct agency.

Q: Is there a site visit required for DBE certification?

A: Yes.

Q: How long does it take to get certified?

A: The federal regulations allow 90 days to process a complete DBE application.

Q: What is the cost for certification?

A: There is no cost associated with DBE certification for TxDOT.

Q: Is there any training to complete after my company is certified?

A: Visit the DMS Training and Events page (<https://txdot.txdotcms.com/FrontEnd/EventList.asp?TN=txdot>).

Q: Where can I find the DBE Directory?

A: Visit the DMS TUCP DBE & TxDOT SBE Directory (<https://txdot.txdotcms.com/FrontEnd/VendorSearchPublic.asp?TN=txdot>).

Q: Can my firm get HUB certified through your office?

A: If a firm is certified by TxDOT, TxDOT will submit a HUB recommendation to the Comptroller of Public Accounts (CPA). Otherwise, you may go directly to the CPA to apply.

Q: How can I get a copy of my certification approval letter?

A: You may obtain a copy of your SBE approval letter from DMS (<http://www.TxDOT.TxDOTcms.com>). Log in with a Username and Password, and go to Communications tab.

Q: How long will my DBE certification last?

A: Your DBE certification does not expire. However, you are required to submit an Annual Update Affidavit.

DBE Annual Update

Q: How do I submit information?

A: Upload information to DMS (<https://txdot.txdotcms.com>).

Q: I don't have my tax returns yet, what do I do?

A: If you have filed an extension, you can submit that instead.

Q: I am trying to submit my AUA, but I don't want my DBE certification to expire.

A: Your DBE certification does not have an expiration date. However, you are required to submit an AUA annually.

Q: How do I find AUA forms?

A: Visit the TxDOT Unified Certification Program page (<http://www.txdot.gov/business/partnerships/tucp.html>). The AUA form is located at the bottom of the page under "Resources." Please log in to DMS (<https://txdot.txdotcms.com>) to submit your form.

Q: What is required for AUA?

A: Requirements for AUA include: 1) A notarized annual update affidavit, and 2) tax returns from the current year. If out-of-state, a letter from state of location indicating you are certified is also required.

Q: Where is my AUA? I have submitted all of my materials but I haven't received anything.

A: Call the TxDOT Civil Rights Division at (512) 416-4700 to check on the status of your materials.

Q: What will I receive when the AUA is approved?

A: Once your AUA is approved, you will receive a letter.

Q: I am putting in bids and the contractor is asking for a copy of my updated DBE certification, but my AUA has not been approved yet. What do I do?

A: Once you are certified as a DBE, you remain certified unless you are officially decertified. There is no updated DBA certification.

Q: I received an email regarding my upcoming AUA, but I already submitted my information.

A: Call the TxDOT Civil Rights Division at (512) 416-4700 to confirm that your information was received.