



STATE OF HAWAII DEPARTMENT OF TRANSPORTATION
Office of Civil Rights
Disadvantaged Business Enterprise Program
200 Rodgers Blvd.
Honolulu, Hawaii 96819
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Instructions for Completing the Affidavit of DBE Applicant for Inter-State Certification

Out-of-state Disadvantaged Business Enterprises (DBEs) seeking inter-state certification with the Hawaii Unified Certification Program (UCP) may submit their home state application package in lieu of a new Uniform Certification Application (UCA).

The DBE owner (i.e. highest ranking official) shall submit the attached **Affidavit of DBE Applicant (Affidavit)** along with their complete home state application package.

By submitting the **Affidavit**, the DBE owner attests under penalty of perjury that the application package provided to the Hawaii UCP is identical to that submitted to their home state.

The following are instructions for completing the **Affidavit** and submitting the home state application package:

1. The **Affidavit** must be signed by the highest ranking official of the applicant firm, or his/her designee in the presence of a Notary Public.
2. The original notarized **Affidavit** and a copy of the applicant's entire home state application package must be mailed (or emailed) to the Hawaii UCP at the address listed above.
3. The packet submitted to the Hawaii UCP must contain Original application, Affidavits of No Change, Certification Reviews, and any other updates that were received by applicant's home state UCP subsequent to the initial certification.
4. any certification denials, decertifications, and/or appeals along with related determination letters from UCPs or the U.S. Department of Transportation.
5. Submit a copy of the most current home state certification letter.
6. HDOT UCP reserves the right to request updated and/or supplemental information to make its determination of DBE eligibility.



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Affidavit of DBE Applicant

The undersigned swears, under penalty of the perjury laws of the United States, that the documentation provided to the Hawaii Department of Transportation (HDOT) for purposes of certification as a Disadvantaged Business Enterprise (DBE), is identical to that submitted to his/her home state's unified certification program, is the full and complete application package on basis of which applicant was certified, includes all material information including updates and any changes in circumstances needed to make the application material current and which may be relevant to identify and establish the applicant's and firm's eligibility for certification, and that the documentation submitted was filed with the home state. Further, the undersigned agrees to permit the audit and examination of his/her personal and business records to verify the accuracy of the statements made. **Any material misrepresentation will be grounds terminating eligibility as well as canceling any contract that may have been awarded and for initiating action under Federal and/or State laws concerning false statements.**

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| |
| Name of Firm |

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| | | |
| Name / Title | Signature | Date |

Notary Public

| | | |
|---|----------------|--------|
| County of _____ | State of _____ | {Seal} |
| Subscribed before me by _____ on this the _____ day of _____, 20____. | | |
| Notary Public: _____ <small>(Signature of Notary)</small> | | |
| My commission expires: _____ <small>(expiration date)</small> | | |