



EXHIBIT A

TEXAS UNIFIED CERTIFICATION PROGRAM DBE INTERSTATE CERTIFICATION CHECKLIST

Applicant Firm from State A must provide the following information:

- **Complete copy of application form, all supporting documents, and any other information that was submitted to State A or any other State related to firm's certification.**

Includes, but is not limited to:

- Affidavits of no change
 - Any notices of change that have been submitted to State A
 - Any correspondence with State A's UCP or any other recipient concerning the Firm's application or status as a DBE firm
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- **Notices or correspondence from states other than State A relating to status as a DBE applicant or DBE certification in those states.**

Example:

- Certification denials
 - Decertification actions
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- **Discloser of any DOT certification appeals with copy of the letter of appeal and DOTs response.**

 - **An affidavit sworn to by the Firm's owners or an unsworn declaration executed under penalty of perjury of the laws of the United States.**

Affidavit must adhere to the following:

- a. Affidavit must affirm that firm has submitted all the information required by 49 CFR 26.85(c) and the information is complete and, in the case of the information required by 26.85 (c)(1), is an identical copy of the information submitted to State A
- b. If the on-site report from State A supporting firm's DBE certification in State A is more than three years old, as of the date of firm's application to State B the affidavit also affirms that the facts in the on-site report remain true and correct.