

## How to Apply for DBE / ACDBE Certification

### In-State Applications:

- ☐ Download and complete the [Application for DBE/ACDBE Certification](#) and the [Personal Net Worth \(PNW\) Statement](#) from the [NDOT Civil Rights Page](#).
- ☐ The application and the PNW must be signed and notarized before submitting to the NDOT Civil Rights office.
- ☐ The last page of the application is the Uniform Certification Application Supporting Documents Checklist. Please follow the checklist and submit all applicable documents as required with the application. For documents that are not applicable for your company, submit a written and signed statement indicating as such.

### Out-of-State Applications:

- ☐ Provide a complete copy of application form, personal net worth statement, all supporting documentation, and any other information that was submitted to the home state at the time of original DBE/ACDBE application.
- ☐ A completed, signed, and notarized copy of the NDOT [Affidavit for Interstate Certification](#);
- ☐ Affidavits of no change and any notices of changes that you have submitted to the home state or any other state;
- ☐ A copy of any letter of certification denial or decertification received by the firm from any other state, and a copy of any decision from the U.S DOT regarding an appeal of a denial or decertification.

Applications and supporting documentation may be emailed to [ndot.hcro-dbe@nebraska.gov](mailto:ndot.hcro-dbe@nebraska.gov) or mailed to the address shown below:

Civil Rights Office - DBE  
Nebraska Dept. of Transportation  
P.O. Box 94759  
Lincoln, NE 68509-4759

Questions may be emailed to [ndot.hcro-dbe@nebraska.gov](mailto:ndot.hcro-dbe@nebraska.gov) or call 402-479-4531.