



## Interstate Instructions & Required Documents

---

\*For Interstate Certified Firms ONLY (ACDBE/DBE)

For a firm whose principal place of business is outside of Colorado and are looking to get certified in Colorado or looking to submitting their Annual Update.

If you are submitting a new interstate application you must be certified in the state that your principal place of business is located.

Your certifications will not expire, however you must submit an Annual Update within 60 days of your anniversary date.

All applications must be completed and submitted through the [Small Business Certification and Contract Management System](#).

**FOR ANY QUESTIONS:** Contact the DSBO certification team at (720) 913-1714 or [certificationinfo@denvergov.org](mailto:certificationinfo@denvergov.org). Any questions about the ACDBE program, contact [DEN-ACDBE@flydenver.com](mailto:DEN-ACDBE@flydenver.com).

---

### FOR A NEW INTERSTATE APPLICATION:

**REGISTER AND CREATE A VENDOR PROFILE ON THE [Small Business Certification and Contract Management System](#) (B2G):**

- *NOTE:* If you are certified with another agency or B2G client, you may already have a vendor profile. You will need to login with those credentials on the City's [certification website](#).
- *NOTE:* Company information included in your vendor profile is auto-generated from your application. Please enter your information how you would like it to appear, type in upper- and lower-case letters, and be as thorough as possible. Make sure to use your LEGAL business name.
- DSBO recommends using the Google Chrome web browser on Macs or PCs with the popup blockers turned off.
- If you are not the owner, register using the majority owner's information. The owner's complete e-mail address will be automatically assigned as the User ID for the application.
- **Save your user ID and password, it will be needed to return to your application and once certification is granted to access your profile and certification letter(s).**
- Only the user that created the application will be able to access and complete the application in the future.
- The application will open when registration is complete.

### START A NEW INTERSTATE APPLICATION:

- After you have registered, select "Your firm is not currently certified by the City and County of Denver". *For users with an existing account: From your home page, select "Renew/Apply for Certification".*
- Follow the prompts to select your location and directed to the correct application.
- Your firms principal place of business if NOT Colorado
  - Your firm is seeking DBE/ACDBE certification
    - Your firm is currently DBE/ACDBE certified in another location
      - Submit an **Interstate** request



### MANDATORY DOCUMENTS FOR A NEW INTERSTATE APPLICATION:

- Signed [Declaration of Eligibility](#)** and affidavit for each owner necessary for certification
  - An electronic image of the UCP directory of the original UCP that shows the DBE certification.
  - A cover letter that specifies that the DBE is applying for interstate certification, identifies all UCPs in which the DBE is certified (including the UCP that originally certified it)
- 

### TO SUBMIT AN ANNUAL UPDATE:

- Login to the [Small Business Certification and Contract Management System](#) (B2G).
  - If you don't know your username or password, select "Forgot Username / Account Lookup," or "Forgot Password." If you have any problems logging in, please click the Customer Support button (located at the top right of the screen) for assistance.
- Once logged in, under key actions select the "Renew/Apply for Certification," located on the top right of your screen.
- Select "Your firm is currently certified by the City and County of Denver", at the bottom of the screen. Select:
  - You would like to submit an Annual Update
    - Your firm is **ONLY** ACDBE/DBE certified
      - Submit Annual Update
- NOTE: You will have an option to copy over all the information from your previous record. **Verify** all information to make sure that it is correct and up to date before submitting.

### MANDATORY DOCUMENTS FOR ANNUAL UPDATES:

- Signed [Declaration of Eligibility](#)** and affidavit for each owner necessary for certification
- Past year's Federal Income Tax Return for certified firm and affiliate businesses & joint ventures.

*\*Need ALL pages and schedules.*

*\*\*Include password in notes section if password protected*

*\*\*\*If you have not yet filed the previous year's taxes, submit the IRS extension and a P&L showing the years gross receipts*