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OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES
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Website: https://ncadmin.nc.gov/businesses/hub  Email Address: huboffice.doa@doa.nc.gov

DOT DBE / NC HUB RECIPROCITY APPLICATION

DBE Firm Name: _______________________________ Federal Tax ID_________________

Email Address: ________________________________

You are using this reciprocity application because you have met the requirements for DBE Certification set forth in the Code of Federal Regulations (CFR) 49 part 26 of the US Department of Transportation DBE Program. To participate in the NC HUB/DBE Reciprocity Program, please follow the instructions below:

Department of Transportation (DOT) State Name: _______________________________

☐ DBE Program  Expiration Date: __________
☐ WBE Program  Expiration Date: __________
☐ MBE Program  Expiration Date: __________

To get started, you must register your business electronically in the electronic Vendor Portal (eVP):
https://vendor.ncgov.com/vendor/login. Click “Vendor Not Registered, Register Now” Complete the registration process. In addition, you are required to submit the following documentation (below) to the HUB Office within 30 days of your on-line request for certification.

*Failure to submit the required documents within the specified time will result in an administrative withdrawal. All required documents must be addressed. (N/A's will not be accepted)

*If any of the documentation required does not pertain to you or your business, please provide an explanation at the time of submission on your company’s letterhead as to why the documentation requested does not pertain to you or your company.

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<th>☒</th>
<th>All Applicants are required to submit the following documents:</th>
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<td>☐</td>
<td>Approval letter from your home state’s Department of Transportation</td>
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<td>☐</td>
<td><strong>Current Copy</strong> of proof of citizenship or Permanent Residence (Birth Certificate, Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License.</td>
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<td>☐</td>
<td>Proof of Ethnicity, based upon the ethnic groups identified in N.C.G.S. § 143-128.4 (b): Black, Hispanic, American Indian, or Asian American. Provide a copy of your Passport, Green Card, Birth Certificate, if none of these documents prove ethnicity, then complete a signed and notarized Ethnicity Affidavit.</td>
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<td>Proof of disability, if applicable (Please provide a Disability Affidavit, note from your doctor or US Veterans Affairs disability determination letter)</td>
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I understand that the HUB Office may access all publicly available information in reviewing my firm’s application.

________________________________________
Signature of Owner                        Date

________________________________________
Printed Name of Owner

NOTE: TO AVOID DELAY IN PROCESSING YOUR CERTIFICATION, PLEASE CHECK YOUR APPLICATION, SUPPORTING DOCUMENTS TO ENSURE ALL REQUIRED INFORMATION IS INCLUDED AND REGISTER IN eVP https://vendor.ncgov.com/vendor/login. Click “Vendor Not Registered, Register Now”

Effective: 2/2018
Revised 8/2018