

## **Qualifications for DBE Certification**

To qualify as a Disadvantaged Business Enterprise, a firm must be:

- At least 51 percent owned by socially and economically disadvantaged individuals who:
  - Are US citizens or permanent residents
  - Possess expertise in the field
  - Control the daily business operations
  - Have a personal net worth less than \$1,320,000 (excluding the value of their primary residence and assets of the firm applying for DBE certification)
  
- The following groups are presumed by law to be socially and economically disadvantaged:
  - Black Americans
  - Hispanic Americans
  - Native Americans
  - Asian-Pacific Americans
  - Subcontinent Asian Americans
  - Women
  
- A small business as defined by the Small Business Administration (SBA) which means:
  - The firm's average annual gross receipts may not exceed Small Business Administration size standards
  - In any case a firm's gross receipts may not exceed a \$22,410,000 average over the previous three fiscal years

## **Certification Resources**

- [Business Registration Number/Bidders Registration](#) (Must be obtained before applying for DBE Certification)
- [Application for DBE/ACDBE Certification](#) (includes legislation and instructions)
- [Renunciation Form](#)
- [Certification Application Additional Documentation Checklist](#) (Additional documentation may be needed for your application. Please review the Additional Documentation Checklist for a list of required documents. Contact our office at 317-233-6511 if you have any questions.)

**Note:** Applications can be mailed, faxed, or emailed.

- Mail-Indiana Department of Transportation  
Economic Opportunity Division, DBE Certification  
100 N. Senate Ave., IGCN 750  
Indianapolis, IN 46204
- Fax: 317-233-0891
- Email: [ksons@indot.in.gov](mailto:ksons@indot.in.gov) or [dcasson@indot.in.gov](mailto:dcasson@indot.in.gov)
- If you are applying for ACDBE Certification, please make a notation in section 2.B.7 stating you would like ACDBE Certification.
  - [DBE Codes](#)
  - [NAICS Association](#)
  - [Office of Small and Disadvantaged Business Utilization Information](#) (OSDBU)

**Allen Hammond**  
**Transit Program Compliance Officer**  
**Northwestern Indiana Regional Planning Commission**  
**6100 Southport Road**  
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