Electronic DBE/ACDBE Process

Enroll NOW!

Nearly six months ago, the DBE application process went totally electronic. For existing DBEs, this is your portal for submitting your annual No Change affidavits and requesting additions to your certification. The most important tip as DBEs become familiar with this new process is DON'T PANIC. EOD certification staff is available to provide assistance.

http://www.in.gov/indot/2748.htm

Don't wait to enroll into the system. Even if it is not time to provide your No Change affidavit, enroll now. Don't panic. This will make the No Change process a breeze, when you're notified that it's due.

Before existing DBEs can proceed with submitting No Change Affidavits via the new system, they must first enroll their business in ITAP, request the DBE/ACDBE certification application and complete the verification stage of the process. Although the verification stage appears to involve filling out a new application, DBEs are merely verifying information imported from other database sources. Don't panic. Existing DBEs do not have to upload any documents during this process.

With this process completed, you will receive notification that your No Change form is available if it is your anniversary month.

Don't panic.

To provide a higher level of assistance, the Certification and Supportive Services Staff have taken to the road to make the Electronic Process easier for you. Mike Rowe, Sean Howard, Kim Sons and Taryn "Sissy" Guynn have traveled into the districts to help currently certified DBEs verify information and process the electronic No Change. If you require this type of assistance, contact EOD.

Also note that changes have been made to the "Certification Resources" section of webpage, http://www.in.gov/indot/2748.htm, as a result of the NEW electronic application process.

The changes included the deactivation of the link to request a business/bidder registration number, the removal of forms such as the application for DBE/ACDBE certification, Additional Documentation Checklist, No Change Affidavit and Personal Net Worth Statement.

These items have been integrated into the electronic application. A user guide will provide instructions to access the Indiana Technical Application Pathway (ITAP) for the DBE/ACDBE application and its tools. The user guide will be available on EOD's website.

Please note: DBE-related materials will no longer accepted through the DBE certification mailbox.