

Completing your No Change Affidavit

1. Log into ITAP <http://itap.indot.in.gov>
2. Select “[DBE and ACDBE Certification](#)” link. (Diagram 1)

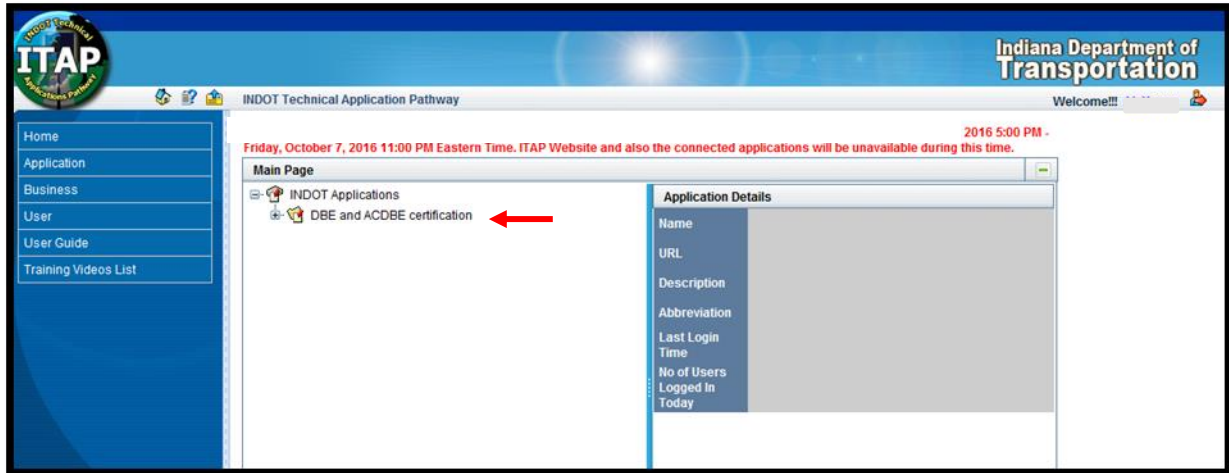


Diagram 1

3. On the center right of the screen “[Click here to access application](#)” will appear. Select that link and you will be taken to your Home Screen.
4. Once there, select “[My Application](#)” in the upper right of the screen. (Diagram 2)



Diagram 2

5. At the top of the page you will see an “Alert” message. Select the word “**here**” link within the Alert to access the No Change Affidavit. (Diagram 3)

The screenshot shows a web application interface for the Indiana Department of Transportation. At the top, there is a section titled "Current Application(s):" with a "Firm Name:" field. Below this, a red-bordered alert box contains the text: "Alert: Yearly No-Change Affidavit is due. Please click **here** to start filling out the form, OR if available click on EDIT button in NoChange Affidavit grid below." A red arrow points from the word "here" in the alert to a link in the "Actions" column of a table below. The table has columns for "Application Status", "Type", "Certification Status", and "Actions". The first row shows "Approved", "NEW APPLICATION", and "CERTIFIED". At the bottom of the page, it says "Indiana Department Of Transportation".

Diagram 3

6. Once redirected to the new page, complete the No Change Affidavit and upload  the required documentation. (Diagram 4)

The screenshot shows a form titled "NO CHANGE AFFIDAVIT - {49 CFR § 26.83(j)}". The form contains a sworn statement about changes in circumstances, a section for reporting gross receipts and employees, and a table for listing owners/partners. The table has columns for Owner Name, Ethnicity, Gender, Percent Owned, Personal NetWorth Range, Affidavit Sign Date, Signed, and Actions. Two rows are visible, one for a male owner and one for a female owner. The form also includes instructions for reporting gross receipts and employees, and a note about the Personal Net Worth (PNW) requirement.

Diagram 4

7. Click “Submit.”
8. Once application is submitted and required documentation is uploaded, you are finished.

Remember your No Change Affidavit is NOT complete and WILL NOT be processed until:

- a. The electronic “No Change Affidavit” has been completed and submitted.
b. Required supporting documentation (i.e. you most recent business taxes or qualifying extension) has been uploaded into the “Upload/View Documents”  section of the Application Portal.