

## Submitting your “No Change Affidavit”

1. Go to the CRCC system: <https://okdot.gob2g.com/Default.asp>.
2. Log into your profile
3. In the “Dashboard” click on the red “1” under “Renewing”

The screenshot shows the Vendor Main Dashboard for a user named 'your company'. The dashboard includes a navigation menu on the left with options like Home, View, Search, Message, Settings, Help & Support, and Logoff. The main content area is divided into sections: 'Certifications' with a summary table, 'Certification Center' with a list of active certifications, and 'Actions' with a 'Renew/Apply for Certification' link. A red arrow points to the number '1' in the 'Renewing' column of the 'Certifications' summary table.

Certifications	Active	Pending	Renewing
Status	2	0	1

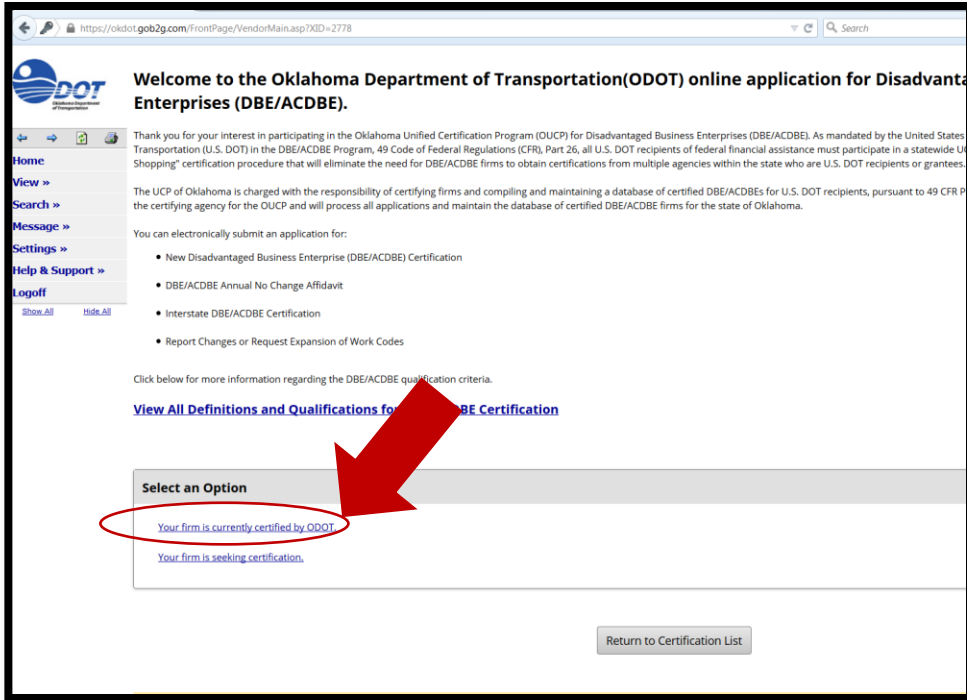
Active Certifications	Type	Renewal
Oklahoma Department of Transportation	DBE	5/10/2017
Oklahoma Unified Certification Program	DBE	

4. Then click on “Renew/Apply for Certification”

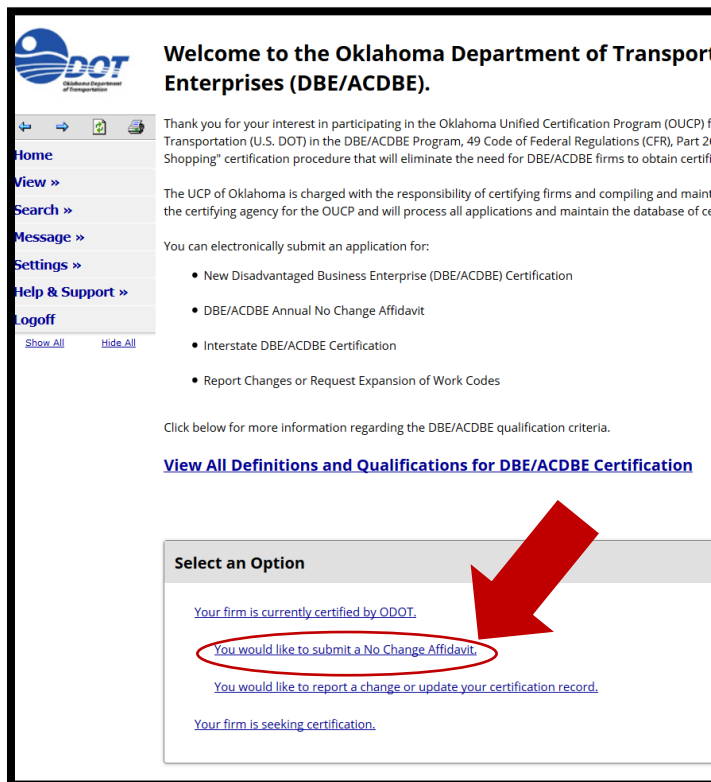
The screenshot shows the Vendor Profile: Certifications page for 'OPES, Inc.'. The page has a navigation menu at the top with tabs for General, Public Profile, Users, Commodity Codes, Contacts, Employees, Certifications, Workforce Comp/EEO, and Questionnaires. Below the navigation menu are three buttons: 'Renew/Apply for Certification', 'Submit Change Request', and 'Request Missing Certification'. The 'Renew/Apply for Certification' button is circled in red. Below the buttons is a table titled 'Current Certifications'.

Type	Action	Effective	Renewal	Organization	Reviewer
DBE	No Change Affidavit	5/10/2001	5/10/2017	Oklahoma Department of Transportation	
DBE	New		Not available	Oklahoma Unified Certification Program	

5. On the next screen under the “Select an Option” box click on the “Your firm is currently certified by ODOT”



6. Then click on "You would like to submit a No Change Affidavit"



7. In the "Eligibility Requirements" box, select "Yes" under the "Is your firm currently DBE/ACDBE certified by ODOT" and then click on "Continue"

Interested in maintaining your Disadvantaged Business Enterprise (DBE/ACDBE) certification. This application is required every year after your original new certification currently DBE/ACDBE certified.

Review the information below, complete the eligibility requirements and click **Continue**.

### Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical assistance.

YOUR EMAIL ADDRESS \*

COMPANY EMAIL \*

COMPANY TYPE \*

APPLICATION AUTOFILL \*  Use existing account information to auto-fill application

### Eligibility Requirements

The following basic criterion is used to evaluate eligibility for certification. However, meeting these basic items does not guarantee that an application will be approved for certification.

Under Sec. 26.107 of 49 CFR Part 26, dated February 2, 1999, if at any time, the Department or a recipient has reason to believe that any person or firm has willfully a... the Department may initiate suspension or debarment proceedings against the person or firm under 49 CFR Part 29, take enforcement action under 49 CFR Part 31, Department of Justice for criminal prosecution under 18 U.S.C. 1001, which prohibits false statements in Federal programs.

Is your firm currently DBE/ACDBE certified by ODOT?

Yes  No

8. You are required to download the "No Change Affidavit" form under the "Mandatory Documents" section and then check the box to start the application process and then hit "Continue".

**Mandatory** documents must be submitted with your application; there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the Civil Rights Division before starting.

Review the items below **before** beginning the process to ensure you understand and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents or attachments without an explanation as to why any such attachments were not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start your application (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

Check this box and click **Continue** to start the application process.

**ALERT:** to ensure security of your application, only **YOU** will have access to this application once it is created. By starting the application, it will be assigned to you throughout the process, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

**Application Timeline:** you will have **90 days** to complete and submit this application. Otherwise, the record will self-delete on **8/7/2017**. Periodic reminders will be sent to you by email up to that point. A deleted application cannot be recovered; you will need to start again.

Continue

Return

### Mandatory Documents

All mandatory documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

#### No Change Affidavit

[Download Form](#) -- Download, sign and notarize

Firm's federal tax returns for the past year, with all schedules and attachments

### Required Documents

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

#### Additional supporting documents not listed above

Attach any additional documentation to support your request for certification, if the document type was not already listed above.