

## Request for Interstate Certification Cover Letter

This cover letter is optional and can be used to accompany your firm’s documents when submitting them for interstate certification. You may submit your own cover letter if preferred. When a firm who has already been certified in their home state is applying for DBE certification in the state of Minnesota, the applicant firm must provide the following to the MNUCP:

1. An electronic image of the UCP directory of the original UCP Home State.
2. If Applicable – Attach a list of the states where your firm is currently DBE Certified
3. A new Declaration of Eligibility
4. Complete the general information below.

The MNUCP will confirm the applicant has a current, valid certification with their Home State. The MNUCP retains discretion to request additional information as permitted in 49 CFR 26.85.

Name of Firm		Name of Majority Owner			
Phone Number		Fax Number		Cell Number	
Email			Website		
Physical Address			City	State	Zip Code:
Mailing Address:			City:	State:	Zip Code:
Gender	Race/Ethnicity	Percentage Owned:	If less than 100%, state name, percentage of ownership, gender, and race/ethnicity of all other owners below.		

<b>Original Jurisdiction / Home State</b>	
<b>Certification Date of Original Jurisdiction</b>	
<b>Reevaluation Date of Original Jurisdiction</b>	

**I/We, the undersigned owner(s) of the above referenced firm, request Disadvantaged Business Enterprise (DBE) certification in the State of Minnesota, and do hereby declare and affirm the facts presented herein are true and correct to the best of my/our knowledge.**

Printed Name of Majority Owner	Title
Signature of Majority Owner	Date

**Please submit completed form to one of the MNUCP agencies listed below. Questions? Contact a MNUCP member agency for assistance with this form.**

Minnesota Department of Transportation  
Office of Civil Rights  
395 John Ireland Blvd. Mail Stop 170  
St. Paul, MN 55155-1899  
Phone: 651-802-8746  
[civilrightscertificationsubmissions.dot@tate.mn.us](mailto:civilrightscertificationsubmissions.dot@tate.mn.us)

Metropolitan Airports Commission  
Office of Diversity  
6040 28<sup>th</sup> Avenue South  
Minneapolis, MN 55450  
Phone: 612-726-8193  
[Jeffrey.Weinhagen@mspm.ac.org](mailto:Jeffrey.Weinhagen@mspm.ac.org)

Metropolitan Council  
Office of Equal Opportunity  
390 Robert St North  
St. Paul, MN 55101  
Phone: 612-900-8570  
[DBE@metc.state.mn.us](mailto:DBE@metc.state.mn.us)

City of Minneapolis  
Department of Civil Rights  
350 S 5<sup>th</sup> Street #239  
Minneapolis, MN 55415  
Phone: 612-673-3012  
[Contractcompliance@minneapolismn.gov](mailto:Contractcompliance@minneapolismn.gov)