

**N.C. DEPARTMENT OF ADMINISTRATION
OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES**

DOT DBE / NC HUB RECIPROCITY GUIDANCE

(this information is provided to assist in gathering information for the online HUB certification in eVP)



You are reviewing this reciprocity process because you believe that you have met the requirements for DBE Certification set forth in the Code of Federal Regulations (CFR) 49 part 26 of the US Department of Transportation DBE Program. To participate in the NC HUB/DBE Reciprocity program, please gather relevant information and follow the instructions below:

Department of Transportation (DOT) State Name: _____

- DBE Program Expiration Date: _____
- WBE Program Expiration Date: _____
- MBE Program Expiration Date: _____

To get started, you must register your business electronically in the electronic Vendor Portal (eVP): <https://evp.nc.gov>. Click **“Sign In or Register”**. Then click **“Register”** and **“Login”**. Complete the registration process. In addition, you are required to upload the documentation listed below in the eVP system within 30 days of your on-line request for certification in eVP.

**Failure to submit the required documents within the specified time will result in an administrative withdrawal. All required documents must be addressed. (N/A's will not be accepted)*

**If any of the documentation required does not pertain to you or your business, please upload an explanation at the time of submission on your company's letterhead as to why the documentation requested does not pertain to you or your company.*

<input checked="" type="checkbox"/>	All Applicants are required to upload the following documents in the eVP system:
<input type="checkbox"/>	Approval letter from your home state's Department of Transportation
<input type="checkbox"/>	Current Copy of proof of citizenship or Permanent Residence (Birth Certificate, Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License.
<input type="checkbox"/>	Proof of Ethnicity, based upon the ethnic groups identified in N.C.G.S. § 143-128.4 (b): Black, Hispanic, American Indian, or Asian American. Provide a copy of your Passport, Green Card, Birth Certificate; if none of these documents prove ethnicity, then complete a signed and notarized Ethnicity Affidavit .
<input type="checkbox"/>	Proof of disability, if applicable (Please provide a Disability Affidavit , note from your doctor or US Veterans Affairs disability determination letter)

I understand that the HUB Office may access all publicly available information in reviewing my firm's application.

NOTE: TO AVOID DELAY IN PROCESSING YOUR CERTIFICATION, PLEASE ENSURE THAT YOUR COMPANY INFORMATION AND SUPPORTING REQUIRED DOCUMENTS ARE IN THE EVP SYSTEM.

Effective: 2/2018
Revised 7/2023