

**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY (CCRTA)
DBE CERTIFICATION - EXPANSION OF CERTIFICATION CAPABILITY**

Checklist of Required Documents

Current DBE-certified firms may apply for additional NAICS* (work codes) by submitting a request for Expansion of Certification Capability online at: <https://ccrta.gob2g.com>

Unless otherwise noted, copies of the documents listed below are required and must be submitted with the request form. If you do not have any part of the documentation requested below, the DBE owner must provide a signed written statement explaining why.

Furthermore, an on-site interview may be required to verify the disadvantaged owner's control of the firm in the additional type of work being requested.

All Applicants

- List of any new equipment leased including signed lease agreements since your last affidavit
- List of any newly owned construction equipment and/or vehicles owned including titles/proof of ownership and documented proof of purchase
- All current relevant licenses, license renewal forms, permits, and haul authority forms
- Work experience resumes (include places of ownership/employment with corresponding dates and duties) for all majority owners, officers, and managers
- Documented proof of experience in the requested category(ies) i.e. contracts, certificates, training, etc.

Trucking Category

- Title(s) and registration certificate(s) for each truck owned or operated by your firm
- List of U.S. DOT numbers for each truck owned or operated by your firm
- Current insurance agreements for each truck owned or operated by your firm
- Copy of CDL license (either owner or employee)

Regular Dealer

- Documented proof of any new warehouse, i.e. signed lease, mortgage receipt, tax or water bill for warehouse
- List of current product lines/inventory with dollar values including documented proof of purchase
- List of distribution equipment owned and/or leased including documented proof of purchase/signed lease agreements

***For a complete listing of NAICS codes, visit:**

<http://www.census.gov/eos/www/naics/>