Completing the Uniform Certification Application Submission Form

Ohio Unified Certification Program
Before you begin...
Complete the Uniform Certification Application, Personal Net Worth Statement, and NAICS Code/Descriptor Request Form, and gather your required documents (as applicable).
Step 1
Go to www.ohioucp.org
Step 2

Scroll down a little and click Submit Certification Application
Step 3
An authorized representative enters their first name, last name, and email address and then clicks the Submit button.
Step 3
An authorized representative enters their first name, last name, and email address and then clicks the Submit button.
Step 3

An authorized representative enters their first name, last name, and email address and then clicks the Submit button.

A message appears asking the authorized representative to check their email.
Step 4

Receive the email and click Go To Documents
Step 5
Review the disclosures...

ESIGN DISCLOSURES AND CONSENT

It is required by law to provide you with certain disclosures and information about the products, services or accounts you may receive or access in connection with your relationship with us ("Required Information"). With your consent, we can deliver Required Information to you by a) displaying or delivering the Required Information electronically; and b) requesting that you print or download the Required Information and retain it for your records.

This notice contains important information that you are entitled to receive before you consent to electronic delivery of Required Information. Your consent also permits the general use of electronic records and electronic signatures in connection with the Required Information.

After you have read this information, if you agree to receive Required Information from us electronically, and if you agree to the general use of electronic records and electronic signatures in connection with our relationship, please click the "ACCEPT" button below.

Statement of electronic disclosures:

You may request to receive Required Information on paper, but if you do not consent to electronic delivery of Required Information, we cannot proceed with the acceptance and processing to create a relationship with you in connection to the products, services or account.
Step 5

Review the disclosures...

scroll all the way down and click the Accept button
Step 6
Fill in the form fields...

Ohio Unified Certification Program
Uniform Certification Application Submission Form

Do You Have to Submit This Form?

If your firm’s principal place of business is Ohio and you are applying for DBE and/or ACDBE certification in Ohio, use this form to submit the application and required documents.

Instructions

Enter the requested information in the spaces provided.

A. Legal name of firm
   - Enter Text

B. Email address of firm. If no general email address of firm, leave blank
   - Enter Text

Uploading Required Attachments. Please be aware of the  (documents) and  (uploads) icons on the left side of the screen. After uploading your attachments, you will need to click  to return to the Uniform Certification Application Submission Form.

Required Attachments:

- A complete, signed and notarized U.S. DOT Uniform DBE/ACDBE Certification Application with all applicable supporting documents—including a complete, signed and notarized U.S. DOT Personal Net Worth Statement for DBE/ACDBE Program Eligibility for each applicable owner. Refer to page 13 of the application and the instructions at www.ohio.gov for guidance on what is required. Don’t forget to include any applicable additional pages that may be required due to space limitations on the application form, such as:
  - Owner information pages if more than one owner holds less than 51% ownership interest.
Step 6
Fill in the form fields...

Note: If at any time the webpage goes blank, hit refresh and the form should reappear.
Step 6
Fill in the form fields...

Note: If at any time the webpage goes blank, hit refresh and the form should reappear.

If the person completing this form (i.e., the authorized representative) is not an officer of the firm, identify the officer (name, title, and email address) who granted the authorized representative’s signature authority.
Step 7
Click the Uploads icon
Step 8

Click on the document type you’re about to upload, then browse for or drag-and-drop the document into the upload area.

You can upload more than one file into each upload area.

The maximum file size for each document is 16mb.

If you upload the wrong document, you can delete it and try again.

Once you’ve finished uploading your documents, click the Documents icon.
Step 9
Click the Uniform Certification Application - Signatures required box.
Step 10

Scroll down to the bottom of the document.

Enter the authorized representative’s title/relationship to the certified firm and email address, then click Sign.

Sign with your mouse.
Step 11
Click CONFIRM to complete signing.
Step 12

If a Missing Attachments warning message appears, you may dismiss it by clicking YES as long as you have already uploaded every applicable attachment.

Otherwise, to go back and upload more attachments, click NO.
Finished!

Please download your complete, signed documents for your files.