

## Annual Review Checklist

**Firms renewing DBE certification must upload the following to [The Box](#):**

- ☐ A [Declaration of Eligibility \(DOE\)](#) signed and dated. If an interstate firm, the DOE must be the same as submitted to the JOC.
- ☐ Gross Receipts (documentation examples include federal business tax returns -signed or proof of electronic filing submission, filed audited financial statements to include the Certified Public Accountants (CPA's) signed attestation of correctness and completeness, etc. This includes providing said documents for all affiliates), including any W3's
- ☐ Website address of firm.
- ☐ Districts firm is willing to work in Missouri (see [MoDOT Map](#)).
- ☐ List of any business equipment acquired in the last year with associated titles and insurance documents (list on separate page)

**Interstate firms, please provide the following, in addition to the above:**

- ☐ Indicate if your firm has a physical presence in Missouri.      **YES**      **NO**
- ☐ Date the firm was established.