



ST. LOUIS LAMBERT
INTERNATIONAL AIRPORT™

Federal ACDBE/DBE Program DBE/ACDBE Certification

Business Diversity Development

BDD Programs Overview

St. Louis Lambert International Airport is committed to increasing the opportunities to involve minority, women-owned and disadvantage businesses (M\WBE and DBE) in all Airport and City contracting and concession opportunities.

To this end, Business Diversity Development (BDD) is responsible for administering the following programs:

- [Certification](#)
- [DBE and ACDBE Program](#)
- [City of St. Louis MWBE Program](#)
- [Outreach and Technical Assistance](#)
- [City of St. Louis Living Wage Program](#)
- [Title VI](#)

Objectives

- Provide information regarding certification as a Federal Disadvantaged Business Enterprise (DBE) or Airport Concessions Disadvantaged Business Enterprise (ACDBE)
- History of DBE Program
- Eligibility Criteria
- Guidance through the certification supporting documentation checklist

DBE History

- United States Department of Transportation (USDOT) established a regulatory structure in 1980 to remedy past and current discrimination in transportation projects.
- Initial legislation enacted in 1983 by USDOT

DBE Program Objectives

- To ensure nondiscrimination in the award and administration of DOT- assisted contracts in the Department's highway, transit and airport financial assistance programs
- To create a level playing field on which DBEs can compete fairly on DOT assisted contracts.
- To help remove barriers to the participation of DBEs in DOT- assisted contracts.
- To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as DBEs



Missouri Uniform Certification Program (UCP)

- In 1999 USDOT mandated all states to form a (UCP)
- “One stop shopping” to applicants for certification
- UCP must follow all certification procedures and standards of 49 CFR Part 26
- Missouri Regional Certification Committee (MRCC) oversees the UCP for the state
- Transportation projects including federal funds or airport concessions
- Goals set on a contract-by-contract basis



Missouri Uniform Certification Program (UCP)

- Missouri Regional Certification Committee (MRCC) oversees the UCP for the state
- **Certifying Agencies:**
 - St. Louis - Lambert International Airport
 - MoDOT
 - Metro/Bi State
 - Kansas City Area Transit (KCATA)
 - City of Kansas City - Missouri (Airport)

Purpose of DBE /ACDBE Certification

To ensure that the program benefits bona fide...
For-profit small businesses and concessions
owned and controlled by socially and
economically disadvantaged individuals.

Definition of a DBE

- Pursuant to 49 (CFR) Part 26, a DBE is defined as a for profit small business concern that is
- A sole proprietorship, partnership, limited liability company, or corporation owned, operated and controlled by **socially & economically individuals** who:
 - ✓ Have at least 51% ownership
 - ✓ Maintain daily operational & managerial control
 - ✓ Have interest in capital and earnings commensurate with ownership percentage

Definition of an ACDBE

- Pursuant to 49 (CFR) Part 23, a concession that is a for profit small business concern located in an airport that engages in the sale of consumer goods or services to the public under agreement with an airport or the owner of a terminal
- An ACDBE is a business that provides goods and services to the airport and to other concessionaires
- A sole proprietorship, partnership, limited liability company, or corporation owned, operated and controlled by **socially & economically individuals** who:
 - ✓ Have at least 51% ownership
 - ✓ Maintain daily operational & managerial control
 - ✓ Have interest in capital and earnings commensurate with ownership percentage

Certification Eligibility Federal DBE/ACDBE Program

- Burden of Proof
- Business Size
- Social and Economic Disadvantage
- Ownership
- Control

Business Size

Business size standards are based on North American Industry Classification System (NAICS)

- Average gross receipts (5 years) for appropriate type of work
- DOT Annual Gross Receipts not to exceed \$30.40 million
- ACDBE size standard \$56.42 million

Socially Disadvantaged

A citizen or lawfully admitted permanent resident of the United States who are:

- African-American
- Asian-Pacific American
- Hispanic-American
- Native-American

Socially Disadvantaged

A citizen or lawfully admitted permanent resident of the United States who are:


- Subcontinent Asian American

- Women

- Individual case-by-case

determination (49 CFR Part 26 appendix E)

AFFIDAVIT OF CERTIFICATION



AFFIDAVIT OF CERTIFICATION
This form must be signed and notarized for each owner upon which disadvantaged status is relied.

A MATERIAL OR FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION, REVOCATION OF A PRIOR APPROVAL, INITIATION OF SUSPENSION OR DEBARMENT PROCEEDINGS, AND MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE FEDERAL AND STATE LAW.

I, _____ (full name printed),
 swear or affirm under penalty of law that I am _____
 (title) of the applicant firm _____ and that I
 have read and understood all of the questions in this
 application and that all of the foregoing information and
 statements submitted in this application and its attachments
 and supporting documents are true and correct to the best of
 my knowledge, and that all responses to the questions are full
 and complete, omitting no material information. The responses
 include all material information necessary to fully and
 accurately identify and explain the operations, capabilities and
 pertinent history of the named firm as well as the ownership,
 control, and affiliations thereof.

I recognize that the information submitted in this application is
 for the purpose of inducing certification approval by a
 government agency. I understand that a government agency
 may, by means it deems appropriate, determine the accuracy
 and truth of the statements in the application, and I authorize
 such agency to contact any entity named in the application, and
 the named firm's bonding companies, banking institutions,
 credit agencies, contractors, clients, and other certifying
 agencies for the purpose of verifying the information supplied
 and determining the named firm's eligibility.

I agree to submit to government audit, examination and review
 of books, records, documents and files, in whatever form they
 exist, of the named firm and its affiliates, inspection of its
 places(s) of business and equipment, and to permit interviews
 of its principals, agents, and employees. I understand that
 refusal to permit such inquiries shall be grounds for denial of
 certification.

If awarded a contract, subcontract, concession lease or
 sublease, I agree to promptly and directly provide the prime
 contractor, if any, and the Department, recipient agency, or
 federal funding agency on an ongoing basis, current, complete
 and accurate information regarding (1) work performed on the
 project; (2) payments; and (3) proposed changes, if any, in the
 foregoing arrangements.

I agree to provide written notice to the recipient agency or
 Unified Certification Program of any material change in the
 information contained in the original application within 30
 calendar days of such change (e.g., ownership changes,
 address/telephone number, personal net worth exceeding \$1.32
 million, etc.).

I acknowledge and agree that any misrepresentations in this
 application or in records pertaining to a contract or subcontract
 will be grounds for terminating any contract or subcontract
 which may be awarded; denial or revocation of certification;
 suspension and debarment; and for initiating action under
 federal and/or state law concerning false statement, fraud or
 other applicable offenses.

I certify that I am a socially and economically disadvantaged
 individual who is an owner of the above-referenced firm seeking
 certification as a Disadvantaged Business Enterprise or Airport
 Concession Disadvantaged Business Enterprise. In support of my
 application, I certify that I am a member of one or more of the
 following groups, and that I have held myself out as a member of
 the group(s). (Check all that apply):

☐ Female ☐ Black American ☐ Hispanic American
☐ Native American ☐ Asian-Pacific American
☐ Subcontinent Asian American ☐ Other (specify) _____

I certify that I am socially disadvantaged because I have been
 subjected to racial or ethnic prejudice or cultural bias, or have
 suffered the effects of discrimination, because of my identity
 as a member of one or more of the groups identified above,
 without regard to my individual qualities.

I further certify that my personal net worth does not exceed
 \$1.32 million, and that I am economically disadvantaged
 because my ability to compete in the free enterprise system has
 been impaired due to diminished capital and credit
 opportunities as compared to others in the same or similar line
 of business who are not socially and economically
 disadvantaged.

I declare under penalty of perjury that the information
 provided in this application and supporting documents is true
 and correct.

Signature _____ (DBE/ACDBE Applicant) _____ (Date)

NOTARY CERTIFICATE


U.S. DOT Uniform DBE / ACDBE Certification Application • Page 14 of 15

Economically Disadvantaged

- Personal Net Worth (PNW) must be less than \$1.32 million
- PNW excludes:
 - Equity in primary residence
 - Ownership interest in applicant firm
- Must submit a signed, notarized PNW with supporting documentation for items provided in the statement

Economically Disadvantaged Personal Net Worth Statement (PNW)

- Must fill out all line items on the Personal Net Worth Statement.
- All assets and liabilities must be reported at current fair market values as of the date of the statement if section is not applicable n/a, and 0 in each section.
- The PNW statement can't be more than 90 days old – So make sure this is the last form you fill out and have it signed a notarized with all supporting documentation.

 U.S. Department of Transportation		Personal Net Worth Statement For DBE/ACDBE Program Eligibility As of _____		<small>OMB APPROVAL NO: EXPIRATION DATE:</small>	
<small>This form is used by all participants in the U.S. Department of Transportation's Disadvantaged Business Enterprise (DBE) Programs. Each individual owner of a firm applying to participate as a DBE or ACDBE, whose ownership and control are relied upon for DBE certification must complete this form. Each person signing this form authorizes the Unified Certification Program (UCP) recipient to make inquiries as necessary to verify the accuracy of the statements made. The agency you apply to will use the information provided to determine whether an owner is economically disadvantaged as defined in the DBE program regulations 49 C.F.R. Parts 23 and 26. Return form to appropriate UCP certifying member, not U.S. DOT.</small>					
Name				Business Phone	
Residence Address: (As reported to the IRS) City, State and Zip Code				Residence Phone	
Business Name of Applicant Firm					
Spouse's Full Name (Marital Status: Single, Married, Divorced, Union)					
ASSETS (Omit Cents)			LIABILITIES (Omit Cents)		
Cash and Cash Equivalents	\$	Loan on Life Insurance (Complete Section 5)	\$		
Retirement Accounts (IRAs, 401Ks, 403Bs, Pensions, etc.) (Report full value minus tax and interest penalties that would apply if assets were distributed today) (Complete Section 3)	\$	Mortgages on Real Estate Excluding Primary Residence Debt (Complete Section 4)	\$		
Brokerage, Investment Accounts	\$	Notes, Obligations on Personal Property (Complete Section 6)	\$		
Assets Held in Trust	\$	Notes & Accounts Payable to Banks and Others (Complete Section 2)	\$		
Loans to Shareholders & Other Receivables (Complete Section 6)	\$	Other Liabilities (Complete Section 8)	\$		
Real Estate Excluding Primary Residence (Complete Section 4)	\$	Unpaid Taxes (Complete Section 8)	\$		
Life Insurance (Cash Surrender Value Only) (Complete Section 5)	\$				
Other Personal Property and Assets (Complete Section 6)	\$				
Business Interests Other Than the Applicant Firm (Complete Section 7)	\$				
Total Assets		\$	Total Liabilities		\$
			NET WORTH		
Section 2. Notes Payable to Banks and Others					
Name of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Economically Disadvantaged Personal Net Worth Statement (PNW)

Assets

- Cash and cash equivalents
- Retirement accounts, IRA, 401Ks, 403Bs, Pensions
- Brokerage and custodial accounts, stocks, bonds, retirement accounts
- Assets held in trust
- Loans to shareholders and other receivables not listed
- Real estate
- Life insurance

Liabilities

- Mortgages on real estate
- Loans on life insurance
- Unpaid taxes

Economically Disadvantaged Personal Net Worth Statement (PNW) con't

- Section 3 - Include brokerage and custodial accounts, stocks, bonds, and retirement account information.
- Section 4 – Include all Real Estate Owned (include primary residence, investment properties, and personal property leased or rented, farm properties, or any other income producing property.
- Section 5 – Life insurance, including beneficiaries.

Section 3. Brokerage and custodial accounts, stocks, bonds, retirement accounts. (Full Value) (Use attachments if necessary)				
Name of Security / Brokerage Account / Retirement Account	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned (including Primary Residence, Investment Properties, Personal Property Leased or Rented for Business Purposes, Farm Properties, or any Other Income Producing property). (List each parcel separately. Add additional sheets if necessary)			
	Primary Residence	Property B	Property C
Type of Property			
Address			
Date Acquired and Method of Acquisition (purchase, inherit, divorce, gift, etc.)			
Names on Deed			
Purchase Price			
Present Market Value			
Source of Market Valuation			
Name of all Mortgage Holders			
Mortgage No. and balance (as of date of form)			
Equity line of credit balance			
Amount of Payment Per Month/Year (Specify)			

Section 5. Life Insurance Held (Give face amount and cash surrender value of policies, name of insurance company and beneficiaries)				
Insurance Company	Face Value	Cash Surrender Amount	Beneficiaries	Loan on Policy Information

Economically Disadvantaged Personal Net Worth Statement (PNW)

- Section 6 – Include personal property or assets such as automobiles, recreation vehicles, motorcycles, boats, etc.). Household goods/jewelry will also be included in the section.
- Section 7 – Value of other business investments.
- Section 8 - Other liabilities and unpaid taxes.
- Section 9 – Transfer of assets to spouse, domestic partner, relative, or entity.

Section 6. Other Personal Property and Assets (Use attachments as necessary)				
Type of Property or Asset	Total Present Value	Amount of Liability (Balance)	Is this asset insured?	Lien or Note amount and Terms of Payment
Automobiles and Vehicles (including recreation vehicles, motorcycles, boats, etc.) Include personally owned vehicles that are leased or rented to businesses or other individuals.				
Household Goods / Jewelry				
Other (List)				
Accounts and Notes Receivable				

Section 7. Value of Other Business Investments, Other Businesses Owned (excluding applicant firm)
Sole Proprietorships, General Partners, Joint Ventures, Limited Liability Companies, Closely-held and Publicly Traded Corporations.

Section 8. Other Liabilities and Unpaid Taxes (Describe):

Section 9. Transfer of Assets: Have you within 2 years of this personal net worth statement, transferred assets to a spouse, domestic partner, relative, or entity in which you have an ownership or beneficial interest including a trust? Yes ☐ No ☐ If yes, describe.

I declare under penalty of perjury that the information provided in this personal net worth statement and supporting documents is complete, true and correct. I certify that no assets have been transferred to any beneficiary for less than fair market value in the last two years. I recognize that the information submitted in this application is for the purpose of obtaining certification approval by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the application and this personal net worth statement, and I authorize such agency to contact any entity named in the application or this personal financial statement, including the names, banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm's eligibility. I acknowledge and agree that any misrepresentations in the application or in records pertaining to a contract or subcontract will be grounds for terminating any contract or subcontract which may be awarded, denial or revocation of certification, suspension and debarment, and for initiating action under federal and/or state law concerning false statement, fraud or other applicable offenses.

NOTARY CERTIFICATE:
(Insert appropriate state acknowledgment, affirmation, or oath)

Signature (SEE INSTRUCTIONS) _____ Date _____

Don't forget to get me notarized!

In collecting the information requested by this form, the Department of Transportation complies with Federal Freedom of Information and Privacy Act (5 U.S.C. 552 and 552a), respectively. The Privacy Act provides comprehensive guidelines for your personal information. This includes how information is collected, used, disclosed, stored, and disposed. Your information will not be disclosed to third parties without your consent. This information collected will be used only to determine your firm's eligibility to participate in the disadvantaged Business Enterprise (DBE) Program or Airport Concessions 280F Program as defined in 49 C.F.R. Parts 23 and 24. This may involve DOT's complete Privacy Act Statement in the Federal Register published on April 11, 2008 (75 FR 19477).

Eligibility Criteria – Federal DBE/ACDBE Ownership

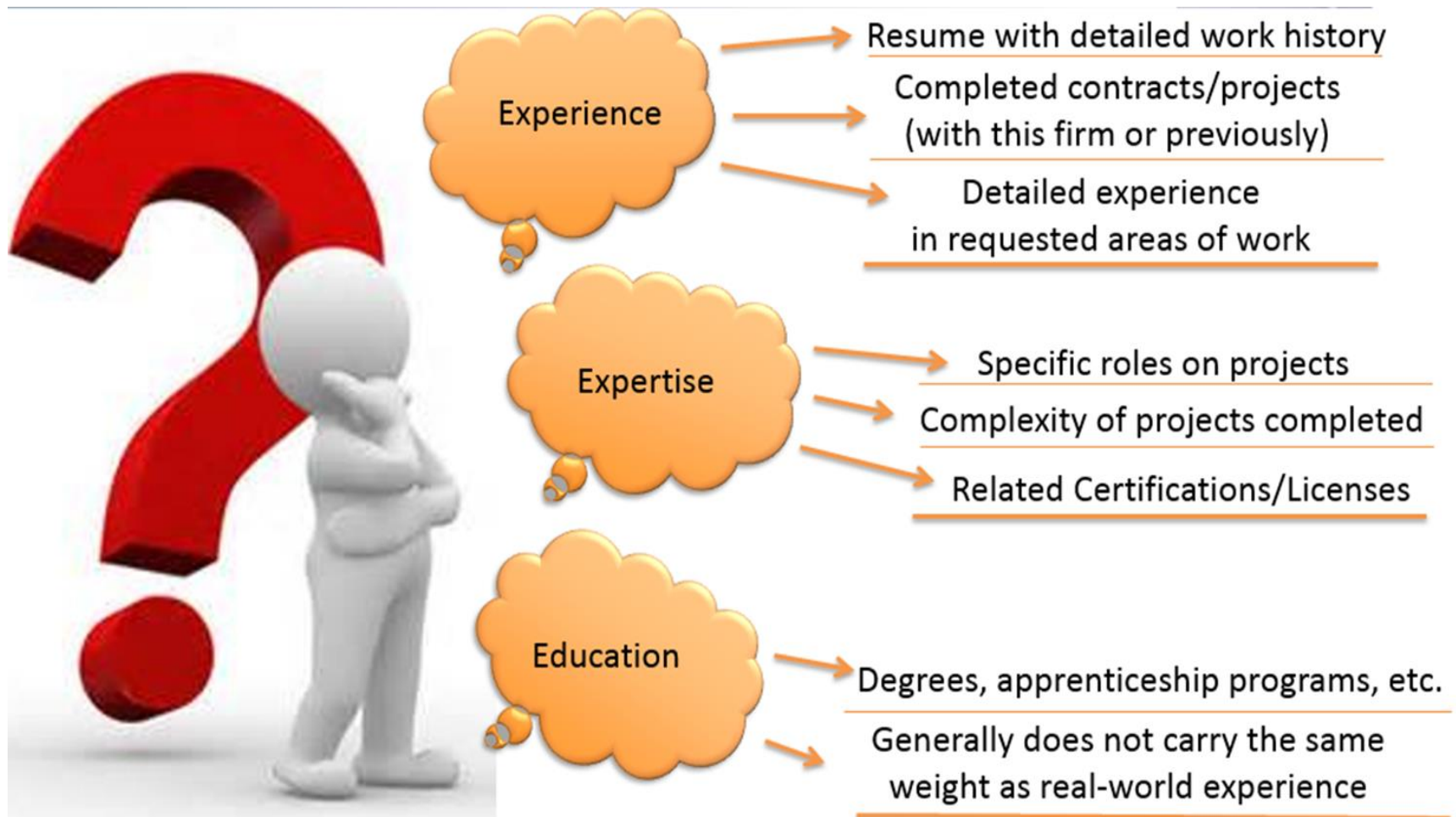
- Majority ownership (at least 51% owned)
- Real, Substantial and Continuing
- Initial Capitalization
- **Ownership supporting documents** – Certification and Denials, Federal Tax Returns (signed with all statements and schedules), Loans and Bonding Forms, Meeting Minutes, Operating Agreement, Partnership or JV Agreements, Personal Federal Tax Returns (signed with all statements and schedules) Promissory Notes, Proof of Contributions (for each owner) Shareholders' Agreements, Stock Certificates and Ledger, Transfers and Trusts

Eligibility Criteria – Federal DBE/ACDBE

Control

- Independence
- No formal or informal restrictions
- Management authority/power
- Expertise & competence
- North American Industry Classification System (NAICS) Code
- **Control supporting documents** – Articles of Incorporation/Organization, Bank signatory cards, Bank Resolution, By-laws, Certifications and Denials, Documentation for Trucks, Equipment and Vehicle List, Licenses, List of employees, Loans & Bonding Forms, Meeting Minutes, Operating Agreement, Partnership or JV Agreements, Real Estate, Resumes, Schedule of Salaries, Shareholders' agreement(s), Transfers, Warehouse/Storage Facilities

Control is Key



What does it take to control a firm?

Required Documents for ALL Applicants

Résumés (that include places of employment with corresponding dates) for all owners, offices, & key personnel of the applicant firm

Federal tax returns (and requests for extensions) filed by the firm and its affiliates with related schedules, for the past 3 years

Documented proof of contributions used to acquire ownership for each owner (e.g. both sides of cancelled checks)

Signed loan & security agreements, & bonding forms

List of equipment and/or vehicles owned & leased including VIN numbers, copy of titles, proof of ownership, insurance cards for each vehicle

Title(s), registration certificate(s), & U.S. DOT numbers for each truck owned or operated by your firm

Licenses, license renewal forms, permits, & haul authority forms

Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm & documented proof of ownership/signed leases

Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years

DBE/ACDBE & SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertifications, if applicable; & any U.S. DOT appeal decisions on these actions

Bank authorization & signatory cards

Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm

List of all employees, job titles, & dates of employment

Proof of warehouse/storage facility ownership or lease arrangements

Original & any amended Partnership or Joint Venture Agreements

Required Documents for ALL Applicants

Official Articles of Incorporation (signed by the state official)

Both sides of all corporate stock certificates & your firm's stock transfer ledger

Shareholders' Agreement(s)

Minutes of all stockholders & board of directors meetings

Corporate by-laws & any amendments

Corporate bank resolution & bank signature cards

Official Certificate of Formation & Operating Agreement with any amendments (for LLCs)

Optional Documents to be Provided on Request

If requested to provide these documents, you must supply them with your application or at the on-site visit

- ☐ Proof of citizenship
- ☐ Insurance agreements for each truck owned or operated by your firm
- ☐ Audited financial statements (if available)
- ☐ Personal Federal Tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm
- ☐ Trust agreements held by any owner claiming disadvantaged status
- ☐ Year-end balance sheets & income statements for the past 3 years (or life of firm, if less than three years)

Suppliers

- ☐ List of product lines carried & list of distribution equipment owned and/or leased

How to apply on-line

www.flystl.com/bdd

Online Certification System

BUSINESS DIVERSITY DEVELOPMENT

Business Diversity Development

[Get Certified](#)

[Certification Workshops](#)

[Contract Opportunities](#)

[Find Certified Firms](#)

[Compliance Resources](#)

[Living Wage](#)

[Programs](#)

[Success Stories](#)

[BDD Frequently Asked Questions](#)

[Contact BDD](#)

[2019 Business Diversity Forum](#)

[BDD Achievements](#)

[Missouri Regional Certification
Committee \(MRCC\)](#)

Business Diversity Development

Here at St. Louis Lambert International Airport, we have a large, dynamic, and efficient operation that depends on working with contractors and entrepreneurs in the St. Louis area, regardless of their size or background. Our Business Diversity Development (BDD) department is the certifying body for the City of St. Louis' local Minority and/or Women Business Enterprise (MWBE) program, as well as STL's federal Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs.

The BDD is committed to offering the best environment for companies to receive the top technical assistance and certification training, develop partnerships with prime contractors in their industries, and compete successfully for Airport contracts and other opportunities.

You can view our full *2018 BDD Annual Report* below. These numbers show that we are dedicated to helping disadvantaged businesses compete for, win, and perform on meaningful contracts for the Airport. See how we can help you.

Certification can be a great development tool. Before filling out an application consider attending one of our certification workshops.

Are you interested in working at St. Louis Lambert International Airport? Sign up to receive notifications of contracting opportunities with our [interested parties list](#).

You can also find current and upcoming contracting opportunities [here](#).

 [Directions To The Business Diversity Development Office](#)

 [Fiscal Year 2016 BDD Annual Report](#)

Online Certification System

BUSINESS DIVERSITY DEVELOPMENT

Business Diversity Development

Get Certified

Certification Workshops

Contract Opportunities

Find Certified Firms

Compliance Resources

Living Wage

Programs

Success Stories

BDD Frequently Asked Questions

Contact BDD

2019 Business Diversity Forum

BDD Achievements

Missouri Regional Certification Committee (MRCC)

Get Certified

Are you ready to take your business to the next level?

Certification with the City of St. Louis can help make you more competitive for contracts and business opportunities not just at the Airport, but also in the St. Louis region.

Airport Concessions Disadvantage Business Enterprise (ACDBE), Federal Disadvantage Business Enterprise (DBE), City of St. Louis Local Minority Business Enterprise (MBE), and City of St. Louis Local Women Business Enterprise (WBE) certifications provide invaluable marketing exposure to leading contractors and government agencies. If your business receives certification, you also get access to training seminars that can help drive your growth and development.

The BDD office has the responsibility of certifying and re-certifying Minority and/or Women-owned Business Enterprises to participate in the City of St. Louis M/WBE Program. Remember, you must be certified or recognized by the City of St. Louis to participate in the M/WBE Program.

To learn how to submit a successful application register for one of our certification workshops.

What are the benefits of becoming certified?

- Having a Sense of Community
- Landing Contracts That Once Seemed Unlikely
- Opening Up Marketing Opportunities
- Getting Access to Government Contracts

Online Certification System

How to Get Started

The department utilizes the [Certification and Compliance Management System](#) for our online certification process. This online certification system is developed and managed by B2G Now, Inc., which is currently used by a number of government agencies, airports, and other public entities. Use of the system allows for efficient and faster processing of applications and records management. We encourage small businesses to use this system to complete all applications for certification.

The process to apply for MBE/WBE certification with the City of St. Louis involves two steps:

- Create an account in our vendor management system
- Fill out and submit, along with the documents required, the Electronic Certification Application
- Please click link below to review the list of REQUIRED documents for certification
- Please note you will need a tax id number in order to complete the application

[APPLY FOR CERTIFICATION](#)



[Certification Login](#)

If additional assistance is needed in completing the application, sign up for one of our certification workshops. During this workshop, you will have the opportunity to discuss the certification process in-depth and ask additional questions. Please [register here](#) or RSVP by calling the BDD office at (314) 426-8111

 [Certification Program Overview](#)

Online Certification Portal

<https://flystl.diversitycompliance.com>

STL ST. LOUIS LAMBERT INTERNATIONAL AIRPORT.

[OUR MAIN SITE](#) [CONTACT SUPPORT](#)

CERTIFICATION AND COMPLIANCE MANAGEMENT SYSTEM

[Log In](#)

Vendor Certification

Search and/or join our database of certified vendors

- [Apply for/ Maintain Certification](#)
- [City of St. Louis M/WBE Directory](#)
- [Missouri State DBE Directory](#)

System Training

Learn how to fully utilize our system with a live trainer

- [Training List](#)

About the System

Learn more about this system and how it works today

- [Information for Vendors](#)

Upcoming Events

View our upcoming events

- [Events List](#)

Account Access

Lookup Vendor accounts or reset user passwords

- [Account Lookup](#)
- [Forgot Password](#)

Online Certification System

Log In

Apply for Certification

If you are interested in applying for certification as a MBE/WBE with the City of St. Louis and/or as a DBE/ACDBE through St. Louis Lambert International Airport, please create an account below.

If you have any questions or need help while completing the application, please contact technical support [here](#).

To continue, please select one option below:

New Certification

My firm is not currently certified with the City of St. Louis or St. Louis Lambert International Airport and I don't have an account.

[Create Account](#)

I Forgot My Username & Password

[Lookup Account](#)

After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard." If you require technical assistance while completing the application, please use our [online support form](#).

Maintain Your Certification

Need Help?

- [Download the user manual](#)
- [Sign up for a Training Class](#)


Online Certification System

Account Lookup

Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the **Search** button. [Search results](#) are displayed below.

If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. We may need to request additional information for security purposes.

Enter search parameters below and click the **Search** button. You can then send yourself a username/password reminder by email. If you do not see your business listed in the search results, you can select **Change Parameters & Search Again**.

If you are unable to find your business, or the contact information is incorrect, please view this quick video  or email [Customer Support](#). Please note that when contacting Customer Support, we may need to request additional information for security purposes.

Need help?

Some questions may be answered by watching a tutorial video:

- Change User Information 
- New User Request 
- Request Username and Password 




Search by Business Name or DBA

Tip: Try a few letters of the firm's name.

Search by Tax Identification Number

Tip: Must be 9 numbers; do not enter spaces or dashes.

Online Certification System



ST. LOUIS LAMBERT
INTERNATIONAL AIRPORT.

← → 📄 🖨

- Home
- View »
- Search »
- Message »
- Settings »
- Help & Support »
- Logoff

[Show All](#) [Hide All](#)

Dashboard

Displaying records assigned to your company ▼

No information available for display in dashboard.

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

Key Actions

[Maintain / Apply for Certification](#)
[Take a Training Class](#)

Alerts

No Activated Alerts. [View Pending Alerts.](#)

System News

🚫 **Special Features for Vendors**

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

Training Classes & Events

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details.](#)

- [View events & RSVP today](#)

[View all System News](#)

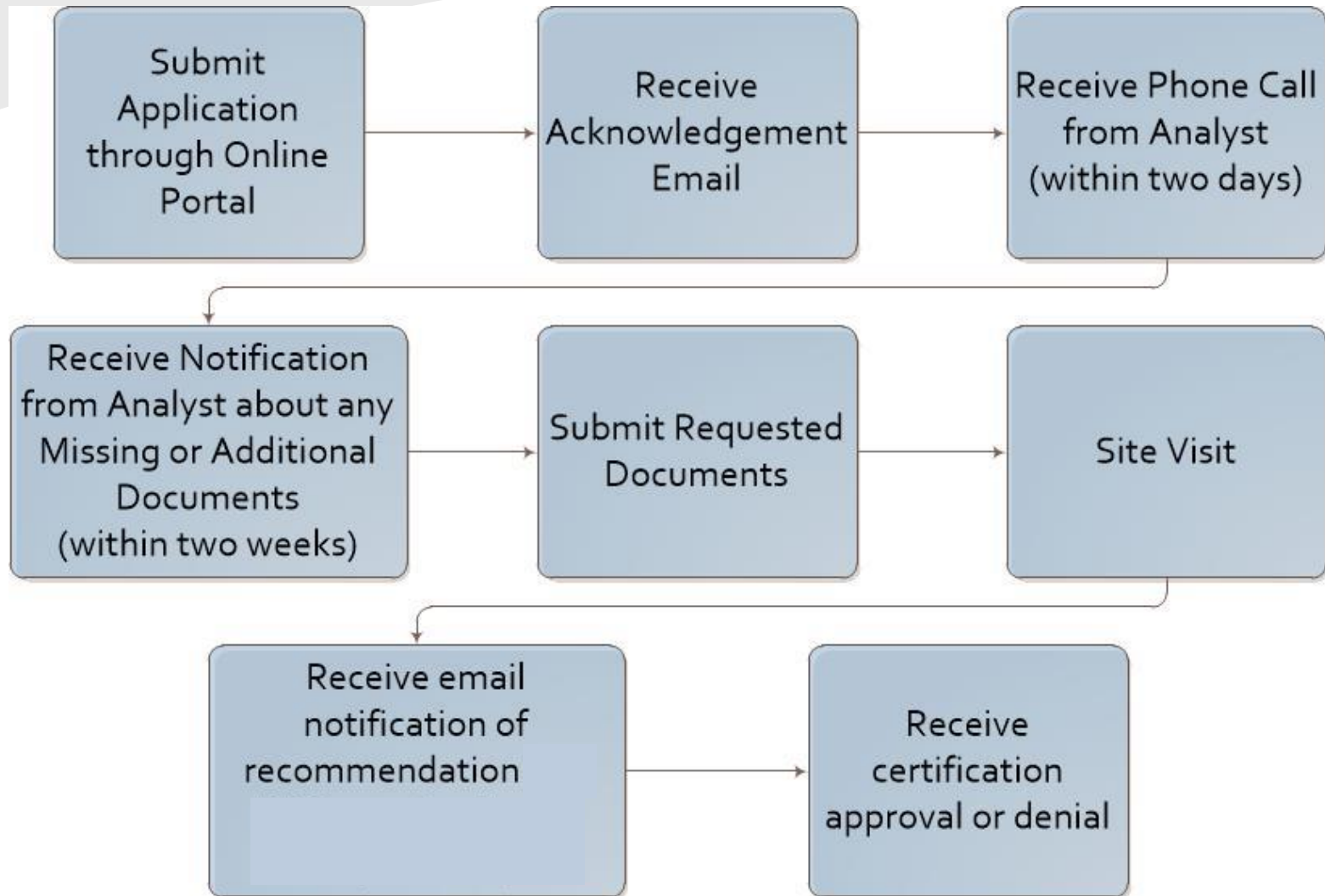
Configure

[Change Your Password](#)
[Edit Your User Account Settings](#)

[Business Info](#)
[Profile Setup](#)
[List/Add Users](#)
[Main Contacts](#)

Logged on as:
<https://flystl.diversitycompliance.com/FrontPage/VendorFrontPage.asp?XID=2141>

Certification Process Flow Chart



Common Issues

- **Not completing the application consistently**
(including signatures and notarized, where applicable)
- **Disregarding mandatory and required documents**
- **Not being familiar with the firm's governing documents**
- **Not responding to correspondence**
- **Confusion about capital contributions**
- **Firm not operational**
- **Keep contact information updated in online portal**

DBE/ACDBE Certification

Q & A

Break Before MBE/WBE Session