

# **INSTRUCTIONS FOR LOCATING DBE INFORMATION AND DOCUMENTS ONLINE**

## **TO OBTAIN DBE NEW APPLICATION PACKET:**

1. Go to [www.milwaukee.gov](http://www.milwaukee.gov)
2. At the site search box, click on Milwaukee County, and click GO
3. At the County News page, click on Departments
4. Under the Department listing, click on Community Business Development Partners (CBDP)
5. At the CBDP description page, click on the blue listing titled, Certifying Bona Fide Disadvantaged Business Enterprises 9CBD's)
6. On the CBDP web page, click on each of the 4 items listed in blue under, **“New Unified Certification Program Application.”** All 4 documents are needed to apply for certification for the first time.

If you are applying for **re-certification**, click on each of the 3 items listed in blue under “renewal of your certification.” All 3 documents are needed to apply for recertification.

## **TO OBTAIN THE DBE ALPHABETICAL VENDOR LIST:**

1. Follow steps 1 through 4 above
2. Located in the box on the left, click on the blue listing titled, Certified Vendor List. This is an alphabetical listing of certified vendors A – Z.

There is also a link to the Unified Certification Program (UCP) directory of vendors maintained by the Wisconsin Department of Transportation. This list allows you to search for vendors by “keyword,” such as carpentry, electrician, etc.

To logon to the link, enter the following on the logon screen:

User Name: **dbelist**  
Password: **2enter**

**If you have any questions regarding these downloads, please contact the CBDP office at (414) 278-5037.**