



HOW TO SUBMIT AN ONLINE APPLICATION


How to submit a Reciprocal Certification Application

1. Go to <https://sctrca.sctrca.org>
2. Apply for certification online
3. Create user name or [Lookup Account](#) and log in.
4. Click on [Your business is **not** currently certified by the South-Central Texas Regional Certification Agency.](#)
5. [Your business is seeking \(Local\) Small, Minority, Women and/or Veteran Business Enterprise Certification.](#)
6. [Your business is currently S/M/W/VBE certified by the Texas Unified Certification Program \(TUCP\).](#)
7.  [Submit a **New Reciprocal** Application.](#)


How to submit a New Out of Jurisdiction Certification Application.

1. Go to <https://sctrca.sctrca.org>
2. Apply for certification online
3. Create user name or [Lookup Account](#) and log in.
4. [Your business is not currently certified by the South-Central Texas Regional Certification Agency.](#)
5. [Your business is seeking \(Local\) Small, Minority, Women and/or Veteran Business Enterprise Certification.](#)
6. [Your firm or corporate headquarters is **not** located in the SCTRCA certifying area.](#)
7. [Your business is **not** currently S/M/W/VBE certified by the Texas Unified Certification Program \(TUCP\).](#)
8.  [Submit a **New Out of Jurisdiction** Application.](#)


How to submit an Out of Jurisdiction Renewal Certification Application

1. Go to <https://sctrca.sctrca.org>
2. Apply for certification online
3. [Lookup Account](#) or Log in, the business email address will always be the username.
4. [Your business is currently certified by the South-Central Texas Regional Certification Agency.](#)
5. [You would like to submit an Out of Jurisdiction Renewal Application.](#)
6. [Your business is 60 days within your expiration date.](#)
7.  [Submit an **Out of Jurisdiction** Application.](#)


How to submit a New Local Application

1. Go to <https://sctrca.sctrca.org>
2. Apply for certification online
3. [Lookup Account](#) or Log in, the business email address will always be the username.
4. Your business is **not** currently certified by the South-Central Texas Regional Certification Agency.
5. Your business is seeking (Local) Small, Minority, Women and/or Veteran Business Enterprise Certification.
6. Your firm or corporate headquarters is located in the SCTRCA certifying area. The SCTRCA certifying area is defined as the following counties: Atascosa, Bandera, Bexar, Caldwell, Comal, Frio, Goliad, Guadalupe, Hays, Karnes, Kendall, Kerr, McMullen, Medina, Uvalde and Wilson.
7.  Submit a **New Local Application**.

How to Submit a Local certification Renewal Application

1. Go to <https://sctrca.sctrca.org>
2. Apply for certification online
3. [Lookup Account](#) or Log in, the business email address will always be the username.
4. Your business is currently certified by the South-Central Texas Regional Certification Agency.
5. You would like to submit a Local Renewal Application.
6. Your business is 60 days within your expiration date.
7.  Submit a **Local Renewal Application**.

How to Submit a [Disadvantaged Business Enterprise \(DBE\)/Airport Concessions DBE \(ACDBE\)](#).

1. Go to <https://sctrca.sctrca.org>
2. Apply for certification online
3. [Lookup Account](#) or Log in, the business email address will always be the username.
4. Your firm is seeking certification as a Disadvantaged Business Enterprise (DBE)/Airport Concessions DBE (ACDBE).
5. Your firm is located in Texas.
6. Your firm or corporate headquarters is located in the SCTRCA certifying area. The SCTRCA certifying area is defined as the following counties: Atascosa, Bandera, Bexar, Comal, Frio, Guadalupe, Kendall, Kerr, McMullen, Medina, Uvalde and Wilson.
7.  Submit a **New DBE/ACDBE Application**.

How to Submit a [Disadvantaged Business Enterprise \(DBE\)/Airport Concessions DBE \(ACDBE\) Interstate Certification Application.](#)

1. Go to <https://sctrca.sctrca.org>
2. Apply for certification online
3. [Lookup Account](#) or Log in, the business email address will always be the username.
4. [Your business is **not** currently certified by the South-Central Texas Regional Certification Agency.](#)
5. [Your firm is seeking certification as a Disadvantaged Business Enterprise \(DBE\)/Airport Concessions DBE \(ACDBE\).](#)
6. [Your firm is **not** located in Texas](#)
7. [Your firm is certified in your home state.](#)
8. [Submit an **Interstate** application.](#)

You will be required to provide proof of home state certification.

How to Submit a [Disadvantaged Business Enterprise \(DBE\)/Airport Concessions DBE \(ACDBE\) Annual Affidavit.](#)

1. Go to <https://sctrca.sctrca.org>
2. Apply for certification online
3. [Lookup Account](#) or Log in, the business email address will always be the username.
4. [Your business is currently certified by the South-Central Texas Regional Certification Agency.](#)
5. [You would like to submit a DBE/ACDBE Annual Affidavit.](#)
6. [Submit a **DBE/ACDBE Annual Affidavit.**](#)

How to Report Changes report a change or update your certification record / Expansion Form

1. Go to <https://sctrca.sctrca.org>
2. Apply for certification online
3. [Lookup Account](#) or Log in, the business email address will always be the username.
4. [Your business is currently certified by the South-Central Texas Regional Certification Agency.](#)
5. [You would like to report a change or update your certification record.](#) Changes include Add/update commodity, supply, and/or service work categories on your certification.
6. [Submit an **Expansion Application.**](#)