



# City of Austin

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## Small & Minority Business Resources Department

P.O. Box 1088, Austin, TX 78767-8839

Phone: (512) 974-7600

[www.austintexas.gov/smbr](http://www.austintexas.gov/smbr)

December 16, 2019

Dear Certified Vendors, Business Owners & Stakeholders:

The City of Austin's Small & Minority Business Resources Department (SMBR) is excited to announce the launch of our new online certification application portal. The on-line application portal will officially launch on January 6, 2020.

The portal provides stakeholders with a streamlined certification application process, saving customers time and providing the convenience of a free online system that is available 24-hours a day, 7 days a week.

*The on-line certification portal will replace our current paper certification application process.*

The on-line application portal will allow for the following certification applications:

- Minority- and/or Women-Owned Business Enterprise (MBE/WBE)
- Disadvantaged Business Enterprise and Airport-Concession Business Enterprises (DBE/ACDBE); and
- Small Business Enterprise (SBE)

Business owners can access the online portal at [www.austintexas.gov/department/certification](http://www.austintexas.gov/department/certification) to apply for certification, upload supporting documentation, and submit annual updates as required.

SMBR staff will be available to assist customers with completing the online application during normal business hours. To schedule an appointment, email [SMBRcertification@austintexas.gov](mailto:SMBRcertification@austintexas.gov) or call (512) 974-7645. In addition, computers and scanners will be available weekdays from 8:00 a.m. until 4:30 p.m.

If you have any question or comments, please contact Elton Price, Certification Division Manager, at (512) 974-7725.

Sincerely,

/s/

Edward Campos | Interim Director

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