

## CERTIFICATION APPLICATION INSTRUCTIONS

### **IMPORTANT**

1. Complete **each question in full**. If additional explanations are needed, please address these in detail. Be sure to attach the requested documentation and label accordingly.
2. Indicate non-applicable items by using "N/A". If a requested document is not applicable to your firm, please explain why on a separate sheet of paper.
3. Every question **must** be filled in with the appropriate answer or "N/A". It is the applicants responsibility to ensure a complete application is received by Caltrans before a determination can be made.
4. Do not cut your statements short. If sufficient space is not provided, attach additional pages. It is better to supply too much rather than not enough information.
5. Application must be **notarized**, **signed**, and **dated**.