

Office of Access and Opportunity Contractor Certification

DCMS Tip Sheet

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Greetings from DCAMM Contractor Certification!

This Tip sheet will explain the difference between a change request and an amendment request and which to use when.

A Change Request VS an Amendment Request

A change request should be used if you are updating your Certification Profile:

- 1. Reporting an error in your company's certification profile due to a typographical mistake
- 2. Changing a fax number, phone number or company email address
- 3. You've moved and you need to update your address

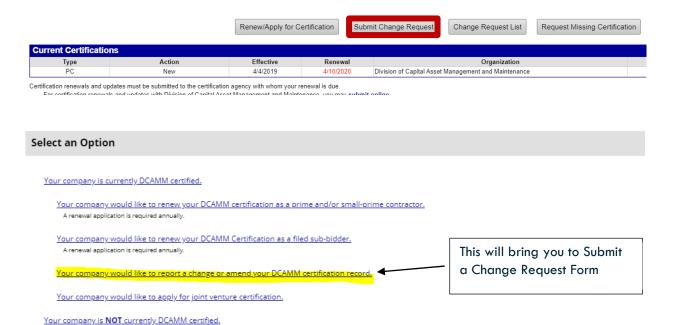
When requesting a change request no additional documentation needs to be submitted. This request is submitted through the online application under your Vendor Profile: Certifications

An Amendment Request

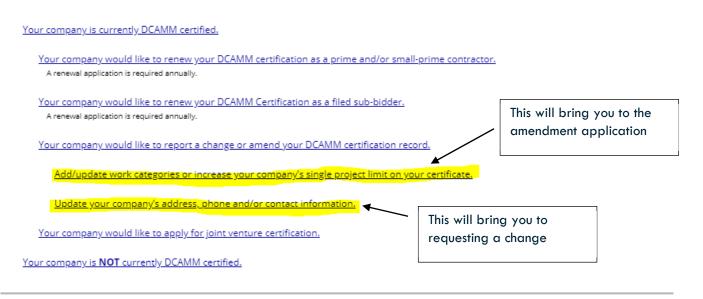
An Amendment request is used if you would like to make a change to your Certificate of Eligibility:

- 1. Increase your single project limit or aggregate work limit
- 2. Add a supplier diversity status to your certificate
- 3. Add a new category of work
- 4. Change the contractor's legal name

Additional documentation is needed to support changing of the Certificate of Eligibility. You must complete an amendment request application in your DCMS account



Select an Option



If you have any questions do not hesitate to contact Certification at 857-204-1305 or certification.DCAMM@mass.gov.

If you would like to be added to our Email List click here

Reminder: Applications are due 90 days prior to expiration for the current certificate