

January 21, 2020

# DCMS Tip Sheet

Volume 1 Edition 14

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

Renew/Apply for Certification

Submit Change Request

Change Request List

Request Missing Certification

**Current Certifications**

Type	Action	Effective	Renewal	Organization
PC	New	4/4/2019	4/10/2020	Division of Capital Asset Management and Maintenance

Certification renewals and updates must be submitted to the certification agency with whom your renewal is due.  
For certification renewals and updates with Division of Capital Asset Management and Maintenance, you may submit online.

**Select an Option**

[Your company is currently DCAMM certified.](#)

[Your company would like to renew your DCAMM certification as a prime and/or small-prime contractor.](#)  
A renewal application is required annually.

[Your company would like to renew your DCAMM Certification as a filed sub-bidder.](#)  
A renewal application is required annually.

[Your company would like to report a change or amend your DCAMM certification record.](#)

[Your company would like to apply for joint venture certification.](#)

[Your company is \*\*NOT\*\* currently DCAMM certified.](#)

This will bring you to Submit a Change Request Form

**Select an Option**

[Your company is currently DCAMM certified.](#)

[Your company would like to renew your DCAMM certification as a prime and/or small-prime contractor.](#)  
A renewal application is required annually.

[Your company would like to renew your DCAMM Certification as a filed sub-bidder.](#)  
A renewal application is required annually.

[Your company would like to report a change or amend your DCAMM certification record.](#)

[Add/update work categories or increase your company's single project limit on your certificate.](#)

[Update your company's address, phone and/or contact information.](#)

[Your company would like to apply for joint venture certification.](#)

[Your company is \*\*NOT\*\* currently DCAMM certified.](#)

This will bring you to the amendment application

This will bring you to requesting a change

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