

May 7, 2021

DCMS Tip Sheet

Volume 2 Edition 5

Greetings from DCAMM Contractor Certification!

You want to make a change to your Certificate of Eligibility? Submit an Amendment Request.

Amendment Request

An Amendment request is used if you would like to make one of the following changes 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. This link will take you to the Amendment Checklist which lists the documents you must submit. [Amendment Checklist](#)

You must complete an amendment request application in your DCMS Account.

Remember, you can only request an Amendment if you have an Active Certificate of Eligibility.

Key Actions

[Renew/Apply for Certification](#)

[View Analytics](#)

[Take a Training Class](#)

[Watch a Training Video](#)



To Start your Amendment Application click Renew/Apply for Certification. You will then be prompted to Select an Option.

Select an Option

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

1

[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.](#)

2

[Request an Amendment to your company's Certificate of Eligibility.](#)

3

[Submit an Amendment Request application.](#)

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

[You would like to apply for a joint venture certification.](#)

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

Click the links in the above order to start your Amendment Application.

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