



## MODIFICATION REQUEST FORM

**INSTRUCTIONS:** Please complete and check the information below to identify the changes made to your business. Failure to identify any changes in your business may result in denial of your request. The form must be signed by an owner, officer or authorized agent of the applicant company and properly notarized. Additional documents may be requested.

**NOTE:** The OEBO staff has up to 90 business days to complete this modification request. If Modification is for an upcoming bid, you may request an expedited process, for a fee of \$300.00. Please contact your Small Business Development Specialist if you have additional questions.

**Palm Beach County Vendor ID No.:** \_\_\_\_\_

Name of business currently on file with OEBO: \_\_\_\_\_

Check if change in business name (with fictitious name if applicable)

New Business Name: \_\_\_\_\_

Check if new address

New Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**ADD SERVICE CODES:**

NIGP Codes: \_\_\_\_\_

**CHANGE BUSINESS CATEGORY:**

Construction  CCNA Professional  Goods

Other Services  Professional (Non-CCNA)

**Note:** Supporting invoices, contracts, and/or proposals should accompany newly added service codes.

**DELETE SERVICE CODES:**

NIGP Codes \_\_\_\_\_

**CHANGE OF BUSINESS STRUCTURE:**

Sole Proprietor  Corporation  Partnership

Limited Liability Company (LLC)

Change of Federal I.D. No. \_\_\_\_\_

**CHANGE CERTIFICATION DESIGNATION:**  SBE  S/MBE  S/WBE  S/M/WBE

**CHANGE OF QUALIFIER(S):**

Name	License No.	Check Action	
		Add	Remove

