



SBE NAICS CODE MODIFICATION REQUEST

The Small Business Enterprise Program assigns North American Industry Classification System (NAICS) codes that correspond to the products and/or services that the Small Business Enterprise (SBE) can demonstrate it has previously and/or currently sells or provides (49CFR26.71(n)). The SBE will not assign NAICS codes representing products or services that are subcontracted by the SBE to another business. Please be advised that your request to add a code is subject to review and your firm must meet the SBA size standards or the SBE size cap to be eligible.

If the SBE wants to add and/or delete NAICS codes to/from their profile, the economically disadvantaged owner of the firm should complete and sign this form and submit it along with verification that the company has or is currently providing the products and/or services covered by the requested code(s). The economically disadvantaged owner must also demonstrate control with respect to the type(s) of work being requested. **Examples of verification are invoices or copies of contracts, etc.**

If a state or federal license is required to sell a product or perform a service, please provide a current copy of the required license held by the economically disadvantaged owner.

Requests must be submitted to PennDOT's SBE resource account at ra-pdpenndotsbe@pa.gov.

PLEASE TYPE OR PRINT

FIRM'S NAME:		
PRIMARY OWNER NAME(S):		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE NUMBER:	FAX NUMBER:	
EMAIL ADDRESS:	WEBSITE:	
ANNUAL GROSS RECEIPTS:	NUMBER OF EMPLOYEES:	

Please **add** the following NAICS code(s) to our certification record. Our firm is providing the products and/or services covered by these codes.

Code #1: _____ Code #2: _____ Code #3: _____ Code #4: _____

- ❖ Please remember to attach verification showing that the firm has and/or is providing the products and/or services.
- ❖ In lieu of a NAICS code, you may provide a description of goods or services in the space below and our office will assign the appropriate NAICS code.

Please **delete** the following NAICS code(s) from our records. We are not interested in being solicited for the goods or services covered by these codes.

Code #1: _____ Code #2: _____ Code #3: _____ Code #4: _____

Additional sheets may be attached, if needed.

I hereby make the above request and affirm the information I am providing is correct.

Owner/CEO's Signature: _____ Date: _____

**Please note that the SBE reserves the right to change your NAICS codes at any time to adequately describe the work your firm has demonstrated that it can control.*