



COMMONWEALTH OF VIRGINIA
Department of Small Business and Supplier Diversity

SWaM Certification Program

SWaM Notice of Change

SWaM Certification / Record Tracking number:

Company Name:

Only complete the boxes below for information that has changed. Changes to any of the following generally do not require supporting documentation.

Contact Name and Title:

Address:

Phys Mail Both

City / State/ Zip:

Phone:

Fax Number:

Email Address:

If there have been changes to something other than contact information, such as ownership, control, company name, or the addition of an affiliate, briefly describe the change below. Such changes require supporting documentation to be attached. If physical and mailing address changed and are different addresses, include second address not described above in box below.

The undersigned understands that any material misrepresentation as stipulated above will be grounds for denial or revocation of certification and initiation of action under State laws (Code of Virginia § 18.2-213.1) concerning falsely sworn statements.

Code of Virginia § 18.2-213.1:

A person shall be guilty of a Class 1 misdemeanor if, in the course of business, he willfully makes a false statement knowing it to be untrue, whether by affidavit, report or other representation, to an official or employee of a public body for the purpose of influencing the certification or denial of certification of any business entity as a small, women-owned, or minority-owned business, or disadvantaged business;

Business Owner's Name:

Business Owner's Title:

Business Owner's Signature:

Date:

Please send the completed form and supporting documents to SBSB:

Mailing address: Department of Small Business and Supplier Diversity
101 N. 14th Street, 11th Floor
Richmond, Virginia 23219

Fax number: (804) 786-9736

Email address: sbsd@sbsd.virginia.gov

Example of Supporting Documents: IRS EIN assignment letter, Federal Tax Return, Articles of Incorporation Amendments, Articles of Organization Amendments, Bylaw Amendments, Operating Agreement Amendments, Corporate Shareholder Meeting Minutes, Corporate Board Meeting Minutes, etc.