



## *Florida Department of Transportation*

### **Name Change Checklist**

Documentation for a name change should be submitted at least 30 days before the response deadline for any project the firm is seeking, to allow adequate processing time. There are specific elements that may vary based on the details of each situation. In general, please submit:

1. An updated [application package](#) showing new name (and new address, if applicable).
2. A copy of the firm's W9 showing the new name.
3. Articles of Amendment showing name change, or any other appropriate formal legal documentation needed to support the name change.
4. Current company registration with the [Florida Department of State, Division of Corporations](#) showing new name.
5. Statement that there has been no change in FEID number, or official documentation of the new FEID number.
6. Company registrations or certificates of authorization for all prequalified work types, as required by Rule 14-75, F.A.C. (may include Florida Board of Professional Engineers, Florida Board of Architecture and Interior Design, Florida Board of Landscape Architecture, Florida Board of Professional Surveyors and Mappers, Florida Real Estate Commission, or Florida Division of Certified Public Accounting).
7. A current professional liability insurance certificate in the new name.
8. Current paystubs or payroll registers under the new name for all qualifying staff. These **must** include the complete name of the firm (no logo, truncation, or abbreviation is accepted), the names of the qualifying individuals, and both the beginning and ending date of the most recent pay period. Pay details and social security numbers may be redacted, due to Florida's broad public records law. A list of current qualifiers can be provided by [co.profserv@dot.state.fl.us](mailto:co.profserv@dot.state.fl.us).

All registrations and documentation must reflect the same name – the name of the business entity prequalified with the Department. Documentation cannot be in the names of affiliates, subsidiaries, or parent companies. It can include fictitious names but must also include the company's official name.

All qualifying companies must be registered with the State's web-based e-Procurement system, [MyFloridaMarketplace](#) (MFMP). It is very important that your firm's name not be changed in MFMP until after we've completed your name change and issued a Name Change Agreement regarding your current contracts. If your name is changed prior to this step, your invoices may be rejected by Financial Services.

The Department will issue a new prequalification letter once all documentation is received. If the company is a prime for any active Department contracts, the Department may prepare a "Name Change Agreement" updating the company's name on those contracts. Contracts with the company as a sub may then be updated by amendment with the appropriate prime.

Please submit the above information to [co.profserv@dot.state.fl.us](mailto:co.profserv@dot.state.fl.us). You will be notified if any additional information is needed based on the particulars of your firm's name change.