



## Expansion of Services Request

Firms who are already certified with MDOT's Office of Minority Business (OMBE) Enterprise may request additional NAICS codes/services at any time. A certification officer will respond to the request and conduct an investigation focusing on the products/services being requested in the expansion. Begin by submitting this form along with the supporting documents noted below by mail, fax or email.

Date:

Firm Name:

Contact Name:

Address:

Current NAICS Codes:

Products and/or services for which an expansion is requested:

### Supporting Documents:

- Resume(s) of individual(s) who will be performing the requested service(s), including updated resume(s) of the disadvantaged owner(s).
- List of equipment used to perform the requested service(s), if applicable.
- Copies of contracts, purchase orders or invoices verifying the performance of the requested service(s). If none, provide written documentation of the owner(s) ability and/or the company's resources to perform the requested service.

*Send completed form and supporting documents by mail, fax or email to:*

MDOT/Office of Minority Business Enterprise  
7201 Corporate Center Drive  
Hanover, MD 21076  
410-865-1309 (fax)  
[mbe@mdot.state.md.us](mailto:mbe@mdot.state.md.us)