



## *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. Name changes typically require submission of the following information:

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
4. Current certification from the [Florida Department of State, Division of Corporations](#) showing the firm's new name
5. Statement that there has been no change in FEID number, or official documentation of the new FEID number
6. Certificate of authorization/registration in the new firm name with any Florida regulatory Board required for your work types per Rule 14-75, F.A.C. (Florida Board of Professional Engineers, Florida Board of Professional Surveyors and Mappers, or Florida Real Estate Commission)
7. A current professional liability insurance certificate in the new name
8. Payroll registers under the new firm name for all qualifying staff. The firm's list of current qualifiers can be provided by the Qualification Administrator at [carliayn.kell@dot.state.fl.us](mailto:carliayn.kell@dot.state.fl.us).

All registrations and documentation must reflect the same name – the name of the entity prequalified with the Department. Documentation cannot be in the names of affiliates, subsidiaries or parent companies, nor can it be in a firm's fictitious name.

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.