

Change of Business Structure

Please use this form to notify the Office of Minority and Women's Business Enterprises (OMWBE) if your business structure has changed.

If persons with ownership interest in your business have also changed, please use the "Change of Business Ownership" form.

How long will it take to process this request?

It takes about 45 days to process this change in business structure change request once we receive all of the required documents.

Please call us if you have any questions when filling out your application or when you receive a request for additional information. We are here to help.

360-664-9750 or 1-800-208-1064
or email us at receptionist@omwbe.wa.gov

You can also visit our office for assistance:
210 11th Avenue SW, Suite 401
Olympia, WA 98504

We are open Monday through Friday from 8:00 a.m. to 5:00 p.m.

1. Business name: _____
2. OMWBE certification number: _____
3. Contact first name: _____ Last name: _____
4. Primary phone: _____ Secondary phone: _____
5. Fax: _____
6. Email: _____
7. Mailing address if different from current business mailing address:

Street Address or PO Box

City

State

Zip Code

8. Change in business structure:

New business structure	New UBI Number, if applicable	Attach the following documents
<input type="checkbox"/> Sole proprietorship		
<input type="checkbox"/> Partnership, limited partnership or limited liability partnership		<input type="checkbox"/> New or revised partnership agreement
<input type="checkbox"/> Limited Liability Company		<input type="checkbox"/> New or revised Articles of Organization <input type="checkbox"/> New or revised LLC Operating Agreement, if applicable
<input type="checkbox"/> Corporation		<input type="checkbox"/> New or revised Articles of Incorporation <input type="checkbox"/> New or revised corporate bylaw, if applicable <input type="checkbox"/> New or revised stock certificates and ledger if stocks have been issued
<input type="checkbox"/> Joint venture		<input type="checkbox"/> New or revised Articles of Incorporation <input type="checkbox"/> New or revised corporate bylaws, if applicable <input type="checkbox"/> New or revised stock certificates and ledger if stocks have been issued
<input type="checkbox"/> Other		Describe new business structure:

Please mail this form and required documents to:

OMWBE
P.O. Box 41160
Olympia, WA 98504-1160