

Change of Business Name, Contact Name or Location

Please use this form to notify the Office of Minority and Women's Business Enterprises (OMWBE) of a change to your business name, contact person, or location.

Mail this form to:
OMWBE
P.O. Box 41160
Olympia, WA 98504-1160

If you have any questions please call us at 360-664-9750 or 1-866-208-1064

or email us at receptionist@omwbe.wa.gov

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

We are committed to providing equal access to our services.

If you need accommodation, please call 866-208-1064 or WA State Relay 711.

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

Section 1: Contact Information Change

Fill out this section if you want OMWBE to change the current primary contact for your business. If you need to look up whom we have listed as your current primary contact, please see our [directory of certified firms](#).

Please check one of the following:

- New contact person is the same person listed on page 1.
- New contact person is not the same person listed on page 1. Please fill out below:

1. First name: _____ Last name: _____

2. Primary phone: _____ Secondary phone: _____

3. Fax: _____

4. Email: _____

5. Mailing address: _____
Street Address or PO Box

City

State

Zip Code

Section 2: Business Trade Name Change

New business name: _____

Section 3: Business Location Change

1. New physical address: _____
Street Address

City

State

Zip Code

2. Please provide a copy of the business' new lease or rental agreement, if the new location is located outside of a residence.