



Request for NAICS Code Modification

The Pennsylvania Unified Certification Program (PA UCP) assigns North American Industry Classification System (NAICS) codes that correspond to the products and/or services that the Disadvantaged Business Enterprise (DBE)/Airport Concession Disadvantaged Business Enterprise (ACDBE) can demonstrate it has previously and/or currently sells or provides (49CFR26.71(n)). The PA UCP will not assign NAICS codes representing products or services that are subcontracted by the DBE/ACDBE to another business. Please be advised that your request to add a code is subject to review and your firm must meet the SBA size standards or the DBE size cap to be eligible.

If the DBE/ACDBE wants to add and/or delete NAICS codes to/from their profile, the disadvantaged owner of the firm should complete and sign this form and submit it along with verification that the company has, or is currently providing the products and/or services covered by the requested code(s). The disadvantaged owner must also demonstrate control with respect to the type(s) of work being requested. **Examples of verification are invoices or copies of contracts, etc.**

If a state or federal license is required to sell a product or perform a service, please provide a current copy of the required license held by the disadvantaged owner.

Requests must be submitted to the PA UCP agency that certified your firm. Contact information can be found on our website at www.paucp.com.

Please print

Firm's Name _____

Primary owner's name(s) _____

Address _____

City _____ State _____ Zip _____

Phone number _____ Fax Number _____

Email address _____ Website _____

Annual Gross Receipts _____ Number of Employees _____

Certifying Participants

Allegheny County
Department of Minority, Women and
Disadvantaged Business Enterprise

City of Philadelphia
Philadelphia International Airport
Disadvantaged Business
Enterprise Program Office

PENNDOT
Bureau of Equal
Opportunity

**Port Authority of
Allegheny County**
Office of Equal
Opportunity

SEPTA
DBE Program Office

Please **add** the following NAICS code(s) to our certification records. Our firm is providing the products and/or services covered by these codes.

Code #1: _____ Code #2: _____ Code #3: _____ Code #4: _____

- ❖ *Please remember to attach verification showing that the firm has and/or is providing the products and/or services.*
- ❖ *In lieu of a NAICS code, you may provide a description of goods or services in the space below and our office will assign the appropriate NAICS code.*

Please **delete** the following NAICS code(s) from our records. We are not interested in being solicited for the goods or services covered by these codes.

Code #1: _____ Code #2: _____ Code #3: _____ Code #4: _____

- ❖ *In lieu of a NAICS code, you may provide a description of goods or services in the space below for which your firm is no longer seeking DBE credit.*

Additional sheets may be attached, if needed.

I hereby make the above request and affirm the information I am providing is correct.

Owner/CEO's Signature _____ Date _____

*Please note that the PA UCP reserves the right to change your NAICS codes at any time to adequately describe the kind of work your firm has demonstrated that it can control.