

Making Corrections to Your ODOT Small Contracting Program for Construction Prequalification Form

1. Line-out old information, write in new information or fill in additional information. **Do not use correction fluid.**
2. The same Authorized Representative who signed the original application must initial and date each correction or addition and sign the Addendum change form.
3. Return the corrected application form to ODOT Procurement Office - Construction, 455 Airport Road SE, Building K, Salem OR 97301-5348.
4. If all changes are made correctly, ODOT will approve and return a copy of the approved addendum.

Faxed or mailed addendum will be accepted.

Addenda are required only when making changes to an application that has previously been submitted and approved by the department.