



DBE CHANGE-TO-BUSINESS FORM For Disadvantaged Business Enterprise Firms

Wisconsin Department of Transportation
DT1012 9/2026

In order to comply with the regulations of the Disadvantaged Business Enterprise Program (DBE), the Wisconsin Department of Transportation, requires you to complete this form in the occurrence of a qualifying change. You may be asked for documentation to support these changes.

*It is imperative that you submit this form within 30 days of a change to your business. Failure to complete and return this DBE Change-to-Business Form in a timely manner may result in your firm being denied DBE credit for services.**

Company	Effective Date of Change
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CHANGE OF BUSINESS NAME OR OWNERSHIP/PERCENTAGES

Previous Name	New Name
Owner 1	Owner %
Owner 2	Owner %
Owner 3	Owner %

(For additional owners, include a separate sheet.)

CHANGE OF BUSINESS ADDRESS OR CONTACT INFORMATION

New Facility or Office Location Address

City	State	ZIP Code
(Area Code) Telephone Number	(Area Code) Mobile Number	(Area Code) FAX Number
Email		
Website		

CHANGE OF OWNER PERSONAL ADDRESS OR CONTACT INFORMATION

Home Address

City	State	ZIP Code
(Area Code) Telephone Number	(Area Code) Mobile Number	(Area Code) FAX Number
Email		

*** Note: Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.**

POTENTIALLY MATERIAL CHANGES TO THE OWNERS OR COMPANY

If yes, please check all that apply:

- ☐ Acquire another business
- ☐ Purchase new residence
- ☐ Receipt of inheritance/trust fund
- ☐ New personal employment
- ☐ Marriage/divorce/death
- ☐ Serious medical condition (self/caretaker)
- ☐ Insufficient time to devote to business
- ☐ Members of the board of directors
- ☐ Officers of the company (president, vice-president, managing member, etc)
- ☐ Bylaws or operating agreement
- ☐ Change in management or policy decision-making authority of the DBE owner(s)
- ☐ Business partnerships (i.e. joint venture, formal mentor)
- ☐ Change in disadvantaged status of an owner
- ☐ Any relationship entered into with another firm that could affect your independence
- ☐ New acquisition of ownership interest in a second company, even if it is an unrelated type of work
- ☐ Other:

Comments:

(Type or Print Name)

(Title)

(Today's Date)

DBE Change-to-Business form may be mailed or emailed:

Wisconsin Department of Transportation
Attn: DBE Office

Postal Mail: 5555 N. Port Washington Road, Suite 303
Glendale, WI 53217

Email: DBE_Alert@dot.wi.gov
