

Making Corrections to Your Prequalification Application

If your application is returned for correction:

1. Make the requested changes: line-out old information, write in new information or fill in the requested information. **Do not use correction fluid.**
2. The same person who signed the original application must initial and date each correction or addition and sign the Addendum change form.
3. Complete, sign and notarize the Addendum change form.
4. Return the corrected application, check and Addendum form to ODOT Procurement Office - Construction, 455 Airport Road SE, Building K, Salem OR 97301-5348.
5. If all changes are made correctly, ODOT will approve your application and an acceptance letter will be mailed to you.

Facsimiles of the addendum form will not be accepted. Originals must be mailed or delivered to the department.

If you complete an entirely new application you are not required to submit an Addendum form. Addendums are required only when making changes to an application that has already been submitted to the department.