

Certificate of No Change Form: *Guide*

- Please fill in all the fields and DO NOT leave any field blank.
- Please submit two completed forms. Copies will not be accepted.
- Please send both copies to the agency that requested it, unless you are advised to send it directly to the Mayor's Office of Contract Services (MOCS).
- A materially false statement willfully or fraudulently made in connection with this certification, and/or the failure to conduct appropriate due diligence in verifying the information that is the subject of this certification, may result in rendering the submitting entity non-responsible for the purpose of contract award.
- A materially false statement willfully or fraudulently made in connection with this certification may subject the person making the false statement to criminal charges

Please provide the name of the person signing the Certification on page two of this form.

I, _____, being duly sworn, state that I have read
Enter Your Name

and understand all the items contained in the vendor questionnaire and any submission of change as identified on page one of this form and certify that as of this date, these items have not changed. I further certify that, to the best of my knowledge, information and belief, those answers are full, complete, and accurate; and that, to the best of my knowledge, information, and belief, those answers continue to be full, complete, and accurate.

In addition, I further certify on behalf of the submitting vendor that the information contained in the principal questionnaire(s) and any submission of change identified on page two of this form have not changed and have been verified and continue, to the best of my knowledge, to be full, complete and accurate.

Please provide the name of the vendor.

I understand that the City of New York will rely on the information supplied in this certification as additional inducement to enter into a contract with the submitting entity.

This address must match the address from question 1a or 1b of the Vendor Questionnaire.

Vendor Questionnaire *This section is required.*
This refers to the vendor questionnaire(s) submitted for the vendor doing business with the City.

Name of Submitting Entity: _____

Vendor's Address: _____

Vendor's EIN or TIN: _____ Requesting Agency: _____

Please provide the name of the City agency issuing this contract.

Are you submitting this Certification as a parent? (Please circle one) Yes No

Signature date on the last full vendor questionnaire signed by the submitting vendor: _____

Signature date on changed submission, if applicable, for the submitting vendor: _____

This refers to the date the last full Vendor Questionnaire was signed

This information is only needed if one or more changed submissions have been submitted

This refers to the date of the last full principal questionnaire.

This information is only needed if one or more changed submissions have been submitted.

Please list all principals. If more space is needed, check the box below and submit an additional page with the names of additional principals, the date of signature on the last full Principal Questionnaire, and the date(s) of signature on any changed submission.

Principal Questionnaire

This section refers to the most recent principal questionnaire submissions.

Principal Name	Date of signature on last full Principal Questionnaire	Date(s) of signature on Changed Submission (if applicable)
1		
2		
3		
4		
5		
6		

Check if additional changes were submitted and attach a document with the date of additional submissions.

Certification *This section is required.*

This form must be signed and notarized. Please complete this twice. Copies will not be accepted.

Certified By:

Name (Print)

Title

Name of Submitting Entity

The person whose name is listed on the first page should sign here.

Signature _____
Date

Notarized By:

A notary's stamp and/or seal is required .

Notary Public _____
County License Issued _____
License Number

Sworn to before me on: _____
Date