

# NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)

## What

NAICS is a 2 through 6-digit hierarchical classification system. Each digit in the code is part of a series of progressively narrower categories. A complete and valid NAICS code contains 6-digits.

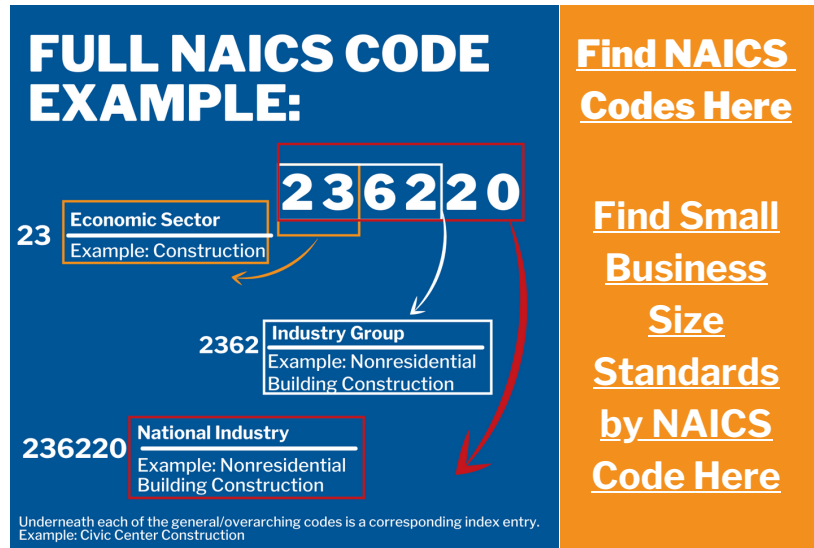
## Who

- DSBO certifies firms based on the work that they self-perform, this work is identified using the six-digit NAICS code
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- Firms are requested to pick the corresponding index entry most specific to the work that they perform and may select multiple corresponding index entries for a given NAICS code.
- DSBO utilizes the firms NAICS codes to verify that they meet the size requirements

If your company renders services that are not fully or properly described by a corresponding index entry, you may request the 6-digit national industry and general description with a clear and specific description of the services for which the firm performs the work.

## Why

- The NAICS Codes that you are certified in will be listed on your DSBO profile and on your certification letter.
- Prime companies and agencies can search the firms by sorting with NAICS.
- The Small Business Administration (SBA) uses NAICS codes to determine size standards. If you want to be classified as a small business, your company's NAICS codes must meet the size standards.
- To help determine participation on projects some agencies post contract bids to any business within a given NAICS code, such as the SBA through the System for Award Management (SAM) or the City and County of Denver through BidNet and Work4Denver
- Codes can determine how agencies determine participation goals.



# ADDING OR CHANGING YOUR NAICS CODE(S)

## What you'll need

If you are looking to add NAICS Codes to your certification, you can now do that through your file in the Small Business Certification and Contract Management System.

When adding NAICS Code(s), please select the best six-digit corresponding index code(s) that your firm self-performs. To find those codes, go to <https://www.census.gov/naics>.

Please make sure to have the required documents ready to upload into the system to support your requested change:


- A copy of the signed contract with the complete scope of work.
- A list of equipment your firm owns or leases.
- Proof of applicable education, experience, or expertise, including professional/contractor licenses (e.g., master electrician license, electrical contractor license, drywall supervisor/contractor)

## Steps to take

Log in to your account in the Small Business Certification and Contract Management System (<https://denver.mwdbe.com/>)

Under the Select an Option, click [Your firm is currently certified by the City and County of Denver](#):

**Select an Option**

[Your firm is currently certified by the City and County of Denver.](#) 

[Your firm is \*\*not\*\* currently certified by the City and County of Denver.](#)

Then select that you would like to report a change or update your certification record:

**Select an Option**


[Your firm is currently certified by the City and County of Denver.](#)

[Your firm is DBE certified.](#)

[Your firm is ACDBE certified.](#)

[Your firm is \*\*only\*\* EBE/MWBE/SBE/SBEC certified.](#)

[Your firm is both DBE and EBE/MWBE/SBE/SBEC certified.](#)

[You would like to report a change or update your certification record.](#) 

[Your firm is \*\*not\*\* currently certified by the City and County of Denver.](#)

Then select Add/update NAICS Codes on your certification

### Select an Option

[Your firm is currently certified by the City and County of Denver.](#)

[Your firm is DBE certified.](#)

[Your firm is ACDBE certified.](#)

[Your firm is \*\*only\*\* EBE/MWBE/SBE/SBEC certified.](#)

[Your firm is both DBE and EBE/MWBE/SBE/SBEC certified.](#)

[You would like to report a change or update your certification record.](#)

[Update ONLY business name, DBA name, address, phone, fax, and/or email.](#)

[Add/update NAICS Codes on your certification.](#)



[Your firm is \*\*not\*\* currently certified by the City and County of Denver.](#)