



IMPORTANT NOTICE REGARDING CONVICTIONS PLEASE READ CAREFULLY

Failure to accurately report a conviction (except as explained below) may result in an application being denied. In this notice and on the application, the term “conviction” includes pleading guilty or nolo contendere (“no contest”) or being convicted by a court of any **misdemeanor or felony** in this state or elsewhere.

As part of the Contractors State License Board (CSLB) application process and as required by law, you must be fingerprinted if you have not been fingerprinted by CSLB before or if your previous fingerprint record was purged by CSLB due to a voided application; disassociated, revoked, or cancelled license or registration; or for some other reason. After an application is accepted by CSLB as complete (also known as “posted”), the applicant will be sent instructions on the process for obtaining and submitting fingerprints, usually via live scan electronic transmission.

Your fingerprints will be compared to the records of the California Department of Justice and the Federal Bureau of Investigation. **If you have ever been convicted of a crime, your criminal record information will be reported to CSLB.** This includes DUIs and other Vehicle Code violations resulting in a conviction. Even if you pled “no contest,” had the conviction set aside, or judgment deferred pursuant to Penal Code sections 1000 or 1203.4 (commonly understood as “expunged”), the past conviction will still be reported to CSLB and must be disclosed on the application. **However, some convictions or charges should NOT be disclosed, including the following:**

- **Convictions that were adjudicated in the juvenile court;**
- **Convictions under California Health and Safety Code sections 11357 (b), (c), (d), or (e) or section 11360 (b) that are two years old or older; and**
- **Charges that were dismissed as the result of successful completion of a deferred entry of judgment program (diversion program) under California Penal Code section 1000.3.**

If you have ever been convicted of a crime (except in the three circumstances outlined above), you should answer “Yes” to the criminal conviction question on the application and provide a detailed explanation of the circumstances resulting in your conviction. To help ensure that you provide the required information, you should complete and submit the Disclosure Statement Regarding Criminal Plea/Conviction form that is available on CSLB’s website on the Forms and Applications page.

Applicants with criminal convictions are not automatically denied licensure – each application is reviewed individually based on the applicable sections of law. When reviewing criminal convictions, CSLB considers factors such as the nature and severity of the crimes, the amount of time that has passed since the convictions, and any evidence of rehabilitation submitted by the applicant.

For rehabilitation evaluation, pursuant to Title 16, California Code of Regulations section 869, CSLB is generally looking for **three (3) years** to have passed after a misdemeanor conviction and **seven (7) years** to have passed after a felony conviction, without further violations of law. These timeframes are calculated from the applicant’s date of release from incarceration or from the end of probation if no time was served and are subject to reduction or extension based on several factors, including the nature of the applicant’s conviction history as a whole. In addition, any type of conviction could be considered substantially related to the qualifications or duties of a contractor when evaluated in the context of the applicant’s entire conviction record.

Failure to accurately report any and all disclosable convictions may be grounds for denial of your application. If your application is denied, you will be notified of the earliest date when you may re-apply, which will vary based upon the facts of each case, from one to five years from the effective date of the denial. (See Business and Professions Code sections 486 and 7073.)



IMPORTANT NOTICE

Dear Applicant:

Enclosed is the application you requested from the Contractors State License Board (CSLB).

Please be aware that nearly half of all applications submitted to CSLB are inaccurate or incomplete and must be returned to the applicant for correction or completion!

Please complete your application in its entirety to help ensure that your application is accepted for processing by CSLB. After an application has been accepted by CSLB as complete (also known as “posted”), the applicant will be sent instructions on the process for obtaining and submitting fingerprints, as required by law. (Business and Professions Code sections 144 and 7153.1.)

An incomplete application can needlessly delay your registration. Delays can last several weeks or even months and possibly result in the application being voided and the application fee being forfeited. (Business and Professions Code section 7074 and Title 16, California Code of Regulations section 813.)

Spending a few extra minutes now may save you weeks or months later!

Before you submit your application, follow these simple directions.

- **Sign the form.**
- **Fill out all applicable information.**

Carefully read the General Information section that immediately precedes the application package and follow the specific instructions that are contained throughout the application to help ensure that your application is complete and accurate.

Please be aware that there are no schools or application preparation organizations that are affiliated with or agents of CSLB, although some may have company names that are confusingly similar to CSLB. If you discover that an organization has misrepresented itself as being CSLB, you should submit a complaint to CSLB or the California Department of Consumer Affairs.



APPLICATION FOR REGISTRATION AS A HOME IMPROVEMENT SALESPERSON General Information

Listed below is general information to assist you as you complete the attached application. Detailed instructions are provided on the application. For more detailed information about the home improvement salesperson (HIS) registration, please refer to the Contractors State License Board's (CSLB) website (www.cslb.ca.gov) and view information on the Applicants page.

Effective January 1, 2016, a new law (SB 561) changed HIS registrations to a single registration for each HIS registrant, as opposed to the previous process that required the HIS to register separately with CSLB for each contractor that employed them. HIS registrants are still allowed to represent multiple employers, but the registration and notification process has been streamlined. Prior to the employment of a current and active HIS registrant, the contractor simply notifies CSLB of the intended employment on a form prescribed by the Registrar. **No new registrations are issued to existing HIS registrants – the HIS registrant maintains their own individual registration that will be valid for a two-year period before it must be renewed.** In early 2016, CSLB will have converted all existing contractor-based HIS registrations to the single, individual-based HIS registrations.

This application is for new HIS registrations only. Existing HIS registrations that are currently active and nearing their expiration date and registrations that are within three years after their expiration date are **renewable**. **If you already have an HIS registration that is in need of renewal, please visit the Forms and Applications page of CSLB's website or call CSLB at (800) 321-CSLB (2752) to request a renewal form for your registration.** If your previously-issued HIS registration was cancelled or revoked and you now wish to reestablish it, you must submit this application to apply for a new registration.

Do not submit this General Information page with your completed application – the actual application begins immediately after this section on Application – Page 1 of 2. Before you submit your application, please review and comply with the following:

- ❑ **Enclose the nonrefundable \$83 application fee with your completed application.** CSLB cannot process your application without the appropriate fee made payable to the Registrar of Contractors. (*Business and Professions Code (BPC) sections 7137 and 7138*)
- ❑ **Your application may be returned to you if it is inaccurate or incomplete.** You must provide any missing information, make corrections, and resubmit your completed application to CSLB within **90 days** from the date that it was originally returned to you or your application will become void. You cannot reinstate a void application – you must submit a new application and \$83 application fee if you wish to pursue registration after a previous application has been voided. (*BPC section 7074 and Title 16, California Code of Regulations [T16 CCR] section 813*)
- ❑ **Complete the application and all accompanying forms legibly in black or dark blue ink, with a typewriter, or on CSLB's website using the easy-fill feature.** Forms completed in pencil will be returned to you. Please make sure that you sign and date the bottom of the application.
- ❑ **Full legal names are required.** You must provide your full legal name. If you do not have a middle name, write "None" or "No Middle Name" in the space provided. If you have only an initial for your first or middle name, write "(Initial Only)" after the initial.
- ❑ **Leave no space blank.**
- ❑ You must provide an address of record (mailing address) for your registration that will be made available to the public if you become registered. This address will also be used for service of all official correspondence, notices, and orders from CSLB, such as renewal notices. P.O. boxes and private mail boxes (PMB) are acceptable for the address of record. You must **also** provide a residence street address that will be used only for CSLB's internal administrative purposes – P.O. boxes and PMBs are **not** allowed for the residence address.
- ❑ **You must provide your personal U.S. Social Security number (SSN) or an individual taxpayer identification number (ITIN) if you do not have an SSN.** (See note on page 3 of this General Information section regarding collection of SSNs and ITINs.)

WHO IS REQUIRED TO HAVE A HOME IMPROVEMENT SALESPERSON REGISTRATION? WHO IS EXEMPT?

A home improvement salesperson is defined in the law as a person who is registered and engaged in the business of soliciting, selling, negotiating, or executing contracts for home improvements, for the sale, installation, or furnishing of home improvement goods or services, or of swimming pools, spas, or hot tubs on behalf of a licensed home improvement contractor. Anyone who performs such duties for a licensed contractor outside the contractor's normal place of business, regardless of the dollar amount of those contracts, must be registered with CSLB. The following individuals **do not** need to be registered:

- Salespersons whose sales are all made pursuant to negotiations between the parties if the negotiations are initiated by the prospective buyer at or with a general merchandise retail establishment that operates from a fixed location where the goods or services are offered for sale;
- A person who contacts the prospective buyer for the exclusive purpose of scheduling appointments for a registered home improvement salesperson;
- A bona fide service repairperson who is in the employ of a licensed contractor and whose repair or service call is limited to the service, repair, or emergency repair initially requested by the buyer of the service; and
- The following official personnel listed in the CSLB's records for the contractor's license: qualifying individuals; general partners; officers of a corporation; managers, members, and officers of a limited liability company; and responsible managing employees.

ACTIVE DUTY MILITARY

Military Personnel and Their Spouses or Domestic Partners Receive Expedited Processing

CSLB is required to expedite the licensure process for an applicant who was honorably discharged after having served as an active duty member of the Armed Forces of the United States **AND** for an applicant who holds a current license in another state, district, or territory of the United States as a home improvement salesperson **and** who is married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders. (BPC sections 115.4 and 115.5, respectively.) Please see the military questions (numbers 5 and 6) under Section 2 of the application. If your answer is "Yes" to either of the questions and you would like to be considered for this expedited processing, please provide the documentation requested under the question.

FINGERPRINT REQUIREMENT

All applicants for registration are required to submit a full set of fingerprints for the purpose of conducting a criminal background check. Fingerprints will be compared to the records of the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) to determine whether a criminal history exists. Your registration will not be issued until CSLB receives fingerprint results from both DOJ and FBI. Even though you may have been fingerprinted previously for an employer or another regulatory body, you will need to undergo the fingerprinting and criminal history check process again specifically for this application. California Penal Code section 11142 prohibits criminal history information from being released to any entity other than the requesting agency that you have authorized to receive it. After an HIS application has been received by CSLB, the applicant will be sent instructions on the process for obtaining and submitting fingerprints. For more information, please visit CSLB's website and view information on the Applicants page.

NOTICE TO APPLICANT

Once issued, your individual HIS registration will give you the authority to work on behalf and in the employ of **one or more** licensed home improvement contractors provided that the necessary notifications of employment are made to CSLB by the contractor, as indicated below.

All HIS registrations expire two years from the last day of the month in which the registration was issued.

INFORMATION FOR HOME IMPROVEMENT CONTRACTOR WHO EMPLOYS AN HIS

Licensed contractors who employ home improvement salespersons must notify CSLB on a form prescribed by the Registrar of the employment of a registered HIS prior to the HIS beginning work for the contractor. The contractor is also responsible for notifying CSLB within 90 days after the date that an HIS registrant ceases to be employed by the contractor. Check CSLB's website for the appropriate forms.

BPC section 7155.5 states, "Violations of any provisions of this chapter by a home improvement salesperson likewise constitute cause for disciplinary action against the contractor by whom he or she was employed at the time the violation occurred, whether or not the contractor had knowledge of or participated in the act or omission constituting violations of this chapter."

CONSTRUCTION MANAGEMENT EDUCATION ACCOUNT

A grant program was established in 1991 to provide funds for qualified public post-secondary schools that teach construction management. Applicants may voluntarily contribute to the account when paying the application fee or the license or registration renewal fee. If you would like to make a voluntary contribution, please mark the box on the top portion of page 1 of the application, write in the dollar amount in the space provided, and include that dollar amount in the total amount paid with your application or submit a separate check or money order made payable to CSLB/Construction Management Education Account. (See BPC sections 7139 and following.)

COLLECTION OF SOCIAL SECURITY NUMBERS AND INDIVIDUAL TAXPAYER IDENTIFICATION NUMBERS

With the exception of the driver license number, all information requested on the application is mandatory, including disclosure of U.S. Social Security numbers (SSN) and individual taxpayer identification numbers (ITIN). Collection of the SSN and ITIN is authorized by BPC sections 30, 31, and 7145.5. SSNs and ITINs are used exclusively for the purpose of tax enforcement, compliance with any judgment or order for family support in accordance with Family Code section 17520, measurement of employment outcomes of students who participate in career technical education programs offered by the California Community Colleges as required by BPC section 30, and investigation of tax evasion and violations of cash-pay reporting laws as set forth in Section 329 of the Unemployment Insurance Code. If you fail to disclose your SSN or ITIN, your application will not be processed and you will be reported to the Franchise Tax Board; they may assess a \$100 penalty against you.

COLLECTION OF PERSONAL INFORMATION

CSLB collects the personal information requested on the following form as authorized by BPC sections 30, 31, 114.5, 115.5, 141, 480, 7145.5, and 7153.1 and T16 CCR section 828. CSLB uses this information to identify and evaluate applicants for registration, issue and renew registrations, and enforce licensing and registration standards set by law and regulation. Submission of the requested information is mandatory. CSLB cannot consider your application for registration unless you provide all of the requested information. You may review the records maintained by CSLB that contain your personal information, unless the records are identified as confidential information and exempted from disclosure by the Information Practices Act, including Civil Code section 1798.40. CSLB makes every effort to protect the personal information you provide us; however, it may be disclosed in response to a Public Records Act request as allowed by the Information Practices Act; to another government agency as required by state or federal law or as provided in Civil Code section 1798.24; or in response to a court or administrative order, a subpoena, or a search warrant. The Custodian of Records is responsible for maintaining the information on this form and may be contacted at the address and telephone number listed in the letterhead above for questions about this notice or access to records.



CONTRACTORS STATE LICENSE BOARD

9821 Business Park Drive, Sacramento, California 95827
Mailing Address: P.O. Box 26000, Sacramento, CA 95826
800.321.CSLB (2752) | www.cslb.ca.gov | *CheckTheLicenseFirst.com*

STATE OF CALIFORNIA
Governor Edmund G. Brown Jr.



9821 Business Park Drive, Sacramento, CA 95827
Mailing Address: P.O. Box 26000, Sacramento, CA 95826
800.321.CSLB (2752) | www.cslb.ca.gov | CheckTheLicenseFirst.com

Governor Edmund G. Brown Jr.

Application for Registration as a Home Improvement Salesperson

Application Fee for Registration.....\$83

Voluntary contribution to Construction Management Education Account \$
There is a \$10 service charge for each dishonored check.

The application fee of \$83 is not refundable once the application has been submitted to the Contractors State License Board (CSLB).

Attach a money order or a personal, business, certified, or cashier's check made payable to the Registrar of Contractors. Do not send cash.

This application is for new home improvement salesperson (HIS) registrations only. (See note near the top of the General Information section regarding renewal of an existing HIS registration.)

Please type or print neatly and legibly in black or dark blue ink.

SECTION 1 - HOME IMPROVEMENT SALESPERSON FULL LEGAL NAME AND ADDRESS

Table with 5 columns: FULL LEGAL NAME Last, First, Middle, DATE OF BIRTH, SOCIAL SECURITY NUMBER or ITIN

Table with 5 columns: HIS APPLICANT MAILING ADDRESS (Address of Record) Number/Street or P.O. Box, City, State, ZIP Code

Table with 5 columns: HIS APPLICANT RESIDENCE ADDRESS Number/Street Only - NO P.O. Boxes or PMBs, City, State, ZIP Code

Table with 4 columns: HIS PHONE NUMBER, HIS FAX NUMBER, HIS EMAIL ADDRESS, DRIVER LICENSE NUMBER

SECTION 2 - REQUIRED APPLICATION QUESTIONS

All questions in this section must be answered by the HIS applicant only. If you checked "Yes" in response to any question, you must attach a separate sheet with a detailed explanation for each situation, as requested.

1. Are you now or have you ever been registered as a home improvement salesperson with CSLB? If you checked "Yes" for this question, please provide the HIS registration number where requested in this section. If you are currently a registered HIS, your registration may be renewable if it has not yet expired or is within three (3) years after its expiration date. This is not the correct application if your current registration is renewable. Please see the note near the top of page 1 of the General Information section regarding the renewal of an existing HIS registration for more information.

Yes No

Registration #

If your previous HIS registration expired more than three (3) years ago or was cancelled or revoked, this is the correct application.

2. Have you ever been convicted of or entered a plea of guilty or nolo contendere to ANY misdemeanor or felony in the United States or a foreign country? NOTE: Convictions that were later expunged from the records of the court or set aside pursuant to California Penal Code sections 1203.4, 1203.4a, or 1203.41 or an equivalent non-California law MUST be disclosed. However, some convictions should NOT be disclosed, including the following:

- Convictions that were adjudicated in the juvenile court;
Convictions under California Health and Safety Code sections 11357 (b), (c), (d), or (e) or section 11360 (b) that are two years old or older; and
Charges that were dismissed as the result of successful completion of a deferred entry of judgment program (diversion program) under California Penal Code section 1000.3.

If you checked "Yes" for this question, please attach a statement disclosing all pleas/convictions, including violated law sections, and thoroughly explain the acts or circumstances which resulted in the plea/conviction. In addition, the following information must be included for each plea/conviction: date of the plea/conviction, level of the plea/conviction (i.e., misdemeanor or felony), county and state where the violation took place, name of the court, court case number, sentence imposed, jail/prison term served, terms and conditions of parole or probation, parole or probation completion dates, and parole agent/probation officer names and phone numbers. If you have obtained a dismissal of your conviction(s) pursuant to Penal Code sections 1203.4, 1203.4a, or 1203.41, please submit a certified copy of the court order dismissing the conviction(s) with your application. You may submit the required information using the Disclosure Statement Regarding Criminal Plea/Conviction form that is available on the Forms and Applications page on CSLB's website.

Yes No

The information provided will be verified through CSLB's fingerprinting requirement. Failure to report a disclosable plea/conviction may be grounds for denial of your application.



HIS Applicant's Name (as listed in Section 1 of this application): _____

SECTION 2 – REQUIRED APPLICATION QUESTIONS (continued)

3. Have you ever received a citation from CSLB or had a contractor license or other professional or vocational license or registration denied, suspended, revoked, or otherwise disciplined by this state or elsewhere (i.e., other U.S. state, U.S. territory, agency of the federal government, or other country)?

For the purposes of responding to this question, “disciplined” is an administrative action that resulted in a restriction or penalty being placed on any license you have or have possessed, such as a revocation, suspension, probation, or reprimand.

Yes No

(Check “No” if the license or registration was suspended due to lack of a bond, workers’ compensation, a qualifier, or family support.)

If you checked “Yes” for this question, you are required to attach a statement detailing the events leading to this action.

4. To the best of your knowledge, have you failed to resolve any outstanding final liabilities, which include taxes, additions to tax, penalties, interest, and any fees that may be assessed by CSLB, the Department of Industrial Relations, the Employment Development Department, the Franchise Tax Board, or the State Board of Equalization (BOE)?

If you checked “Yes” for this question, you are required to attach a statement regarding the outstanding liabilities. In relation to BOE liabilities, you must indicate if you have entered into an installment payment agreement for that liability with the BOE and provide verification that you are in compliance with the terms of that agreement, if applicable.

Yes No

5. Are you serving in, or have you previously served in, the United States military?

If you checked “Yes” for this question, please provide the following documentation to be considered for expedited processing:

Yes No

- Evidence of your current military duty (copy of your military orders) or your previous military service (copy of your DD 214 – Certificate of Release or Discharge from Active Duty).

6. Are you married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders AND do you hold a current license in another state, district, or territory of the United States as a home improvement salesperson?

If you checked “Yes” for this question, please provide the following documentation to be considered for expedited processing:

Yes No

- Evidence of your legal union and your spouse’s or partner’s military duty. For example, attach a copy of the marriage certificate or certified declaration/registration of domestic partnership filed with the Secretary of State AND military orders establishing a duty station in California. For other forms of “legal union” not recognized by California, you may submit other documentary evidence of legal union issued by the state that recognizes your legal union for consideration by CSLB in meeting this requirement;
AND
- Copy of your current license from the other state, district, or territory of the United States documenting a home improvement salesperson license, registration, permit, or certificate.

STATE TAX AND OTHER OBLIGATIONS NOTICE

The State Board of Equalization and Franchise Tax Board may share taxpayer information with CSLB. You are obligated to pay your state tax obligation. CSLB may suspend or refuse to issue, reactivate, reinstate, or renew a license if your state tax obligation, child support obligation, or any outstanding final liability to CSLB, the Department of Industrial Relations, or the Employment Development Department is not paid. (BPC sections 30, 31, and 7145.5)

SECTION 3 – REQUIRED SIGNATURE

I certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made or provided by me in this application, including all supplementary statements attached hereto, are true and correct, and that I have reviewed the entire contents of this application. In signing and submitting this application, I am also hereby authorizing the Franchise Tax Board to provide CSLB with required tax information pursuant to BPC section 7145.5.

Date	Signature	Printed Name
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FOR CSLB USE ONLY