



CONTRACTORS STATE LICENSE BOARD

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
DATA SERVICES UNIT: 916.255.3975 or 916.361.7497 (fax)

STATE OF CALIFORNIA
Governor Gavin Newsom

Public Sales Custom Order
Fee: \$245 (Non-Refundable)

Before ordering, review WHAT YOU WILL RECEIVE on PAGE 2 and the Record Layout (link) to ensure this is the data you require.
Carefully read PAGE 4 regarding data types. CSLB does not provide technical support to assist with utilization of the data.

1. Business Name
2. Contact Name/Responsible Party (Required)
3. Business Street Address (P.O. Box Not Acceptable)
4. City 5. State 6. Zip
7. Phone ( ) Fax ( ) Email
8. Delivery Option (Select ONE): [ ] DVD by mail [ ] Email
File Types (Select ONE): [ ] Delimited [ ] Formatted

9. Parameters:
(A) License Status (Select ONE): [ ] Active (A,10) [ ] Inactive (I,10) [ ] Active/Inactive (X,10)
(B) License Classification Code(s) or Title(s) (See Attachment), OR Enter "ALL" for all classifications:
(C) Business Type: [ ] Sole Owner [ ] Partnership [ ] Corporation [ ] Joint Venture [ ] LLC
(D) Date Selection (Select ONE and provide dates): If you do not require specific issuance and expiration information, leave this section blank.
(E) Geographic Selection (Select ONE):
[ ] Northern CA [ ] Southern CA [ ] All in CA [ ] All in United States [ ] All States Out of CA [ ] Foreign Countries [ ] ALL

10. Disclaimer - Contact Name/Responsible Party:
Contractors State License Board's (CSLB) licensing information will be sent to you as raw data. This data is intended to be used as input to common database software, such as Excel, dBase, FoxPro, etc., for the creation of reports, labels, and special queries.
The Contractors State License Board DOES NOT PROVIDE PROGRAMMING OR TECHNICAL SUPPORT to businesses to develop the specialized processes often required for this data. It is important to understand that the data must be customized or formatted by the technical staff at your business to meet your specific requirements. THE DATA DOES NOT COME IN EXCEL FORMAT.
By signing below, you acknowledge you have reviewed the record layout and confirm your understanding of the type of data you will receive. You also acknowledge the fee is non-refundable and release CSLB of any responsibility for data ordered in error.
Print or Type Name Signature Date

## GENERAL INFORMATION

Submit a check for \$245 with the Public Sales Custom Order form to: **Contractors State License Board, Attn: Data Services Unit, P.O. Box 26000, Sacramento, CA 95826. The \$245 fee is non-refundable.**

### **WHAT YOU WILL RECEIVE:**

The information provided is in a text file format (**not Excel**) and includes: currently renewed licenses, contractor license number, business name and address, telephone number, license status, license classification(s), business county, bond company information, and workers' compensation information. **NO BUSINESS PERSONNEL NAMES OR EMAIL ADDRESSES ARE PROVIDED.** To ensure you receive the information best suited to your needs, review the Record Layout provided on our webpage.

Processing may take a **minimum of 30 working days** from the date Data Services receives the form until the order is completed.

### **INSTRUCTIONS FOR COMPLETING THIS FORM – PLEASE TYPE OR PRINT LEGIBLY**

1. Enter your complete business name.
  2. Enter a contact name/responsible party in the event that we have questions about your order.
  3. Enter a street address only. (**Data is sent via UPS and cannot be shipped to Post Office Boxes.**)
  4. Enter full city name.
  5. Enter state.
  6. Enter Zip code.
  7. Enter phone and fax numbers, and email address.
  8. Check the appropriate boxes for delivery option and file type. (**See page 4 for Formatted and Delimited definitions.**) Be advised that files sent via email will be sent from an @box.com or @dca.ca.gov address and will contain a file link **valid for 90 DAYS ONLY**.
  9. Identify information parameters (add an attachment, if necessary):
    - (A) **License Status (Select ONE):**
      - **“IN GOOD STANDING”** means the license is CURRENTLY RENEWED and CLEAR, with NO SUSPENSIONS.
      - **“ALL”** includes licenses in good standing, as well as those that are CURRENTLY RENEWED but UNDER SUSPENSION. You may select Active, Inactive, or Both.
    - (B) **License Classification:** Enter requested License Classification Code(s) or Classification Title(s) **OR** enter “ALL” to request all classifications. (See attachment)
    - (C) **Business Type:** Check only if you want specific types of businesses. For ALL business entities, leave this blank.
    - (D) **Date Selection:** Original Issue Date **or** Expiration Date – Select **ONE** and enter the requested dates. If specific issuance or expiration information is not required, leave this section blank.
    - (E) **Geographic Selection (Select ONE):**
      - Enter county code(s) or name(s). (See attachment)
      - Select records by region, state(s), or country.
        - All in California – all California contractors throughout the state
        - All in United States – all California contractors with addresses throughout the United States, including California
        - All States Out of CA – all California contractors with addresses in states **other than** California
        - Foreign Countries – all California contractors with addresses in foreign countries only
        - ALL – all California contractors with addresses in foreign countries and the USA, including California
10. **READ THE DISCLAIMER CAREFULLY.** Print or type the name of the person responsible for the request. **A signature and date are required before Data Services can process the order.**

## Regarding Section 9 (B): License Classification Titles and Codes

CLASSIFICATION TITLE	CODE	CLASSIFICATION TITLE	CODE
General Engineering	A	Low Voltage Systems	C-7
General Building	B	Manufactured Housing	C-47
Asbestos Abatement	C-22	Masonry	C-29
Boiler, Hot Water Heating and Steam Fitting	C-4	Ornamental Metal	C-23
Building Moving/Demolition	C-21	Painting and Decorating	C-33
Cabinet, Millwork and Finish Carpentry	C-6	Parking and Highway Improvement	C-32
Ceramic and Mosaic Tile	C-54	Pipeline	C-34
Concrete	C-8	Plumbing	C-36
Construction Zone Traffic Control	C-31	Refrigeration	C-38
Drywall	C-9	Roofing	C-39
Earthwork and Paving	C-12	Sanitation System	C-42
Electrical (General)	C-10	Sheet Metal	C-43
Elevator Installation	C-11	Signs (Electrical)	C-45
Fencing	C-13	Solar	C-46
Fire Protection	C-16	Steel, Reinforcing	C-50
Flooring and Floor Covering	C-15	Steel, Structural	C-51
Framing and Rough Carpentry	C-5	Swimming Pool	C-53
Glazing	C-17	Warm-Air Heating, Ventilating and Air-Conditioning	C-20
Insulation and Acoustical	C-2	Water Conditioning	C-55
Landscaping	C-27	Welding	C-60
Lathing and Plastering	C-35	Well Drilling (Water)	C-57
Limited Specialty	C-61	Asbestos Certification	ASB
Lock and Security Equipment	C-28	Hazardous Substance Removal Certification	HAZ

## Regarding Section 9 (D): Date Selection

- **Original Issue Date** – Enter “from” and “to” dates to capture licenses issued within a specific time period. The “from/to” dates cannot exceed the current date.
- **Expiration Date** – Enter a “to” date to capture licenses due to expire in the future. The specified date must be a future date.

If you do not require specific issuance or expiration information, leave this section blank.

## Regarding Section 9 (E): County Codes and Names

CODE	COUNTY	CODE	COUNTY	CODE	COUNTY	CODE	COUNTY
1	Alameda	16	Kings	31	Placer	46	Sierra
2	Alpine	17	Lake	32	Plumas	47	Siskiyou
3	Amador	18	Lassen	33	Riverside	48	Solano
4	Butte	19	Los Angeles	34	Sacramento	49	Sonoma
5	Calaveras	20	Madera	35	San Benito	50	Stanislaus
6	Colusa	21	Marin	36	San Bernardino	51	Sutter
7	Contra Costa	22	Mariposa	37	San Diego	52	Tehama
8	Del Norte	23	Mendocino	38	San Francisco	53	Trinity
9	El Dorado	24	Merced	39	San Joaquin	54	Tulare
10	Fresno	25	Modoc	40	San Luis Obispo	55	Tuolumne
11	Glenn	26	Mono	41	San Mateo	56	Ventura
12	Humboldt	27	Monterey	42	Santa Barbara	57	Yolo
13	Imperial	28	Napa	43	Santa Clara	58	Yuba
14	Inyo	29	Nevada	44	Santa Cruz	98	Out of State
15	Kern	30	Orange	45	Shasta	99	Out of Country

**DATA TYPES**  
**(Data does not come in Excel)**

**FORMATTED (Fixed Width)**

Data in a fixed-width text file is arranged in rows and columns, with one entry per row. Each column has a fixed width, specified in characters, which determines the maximum amount of data it can contain. No delimiters are used to separate the fields in the file.

Refer to the Record Layout on our webpage for field names, positions, and data length.

Sample:

LIC00868526	SOC-6	A & A CABINE
LIC00668812	SOB	A & A CONSTR
LIC00998743	CPB	A & A CONTRA
LIC00557160	CPB	A & A DESIGN
LIC00997801	CPB	A & A DEVELO
LIC00798982	PAC-5C-6	A & A DOOR
LIC00400903	SOB C10C36C16	A & A ENTERP

✓ Best choice for database import.

**DELIMITED**

A delimited text file is a file in which the individual data values contain embedded delimiters. CSLB uses the “ ” symbol as a delimiter. The delimiter separates words or phrases in a text string that defines the beginning or end of a contiguous string of character data.

Delimited files provide column headings that match the record layout. (See the Record Layout on our webpage.) Empty spaces between delimiters indicate no data was available for the field.

Sample:

```
|LIC TYPE}|LIC NO}|LIC LMF PRE}|BUS TYPE}|CLASS1}|CLASS2}|CLASS3}|CLASS4}|CLASS5}|CLASS6}|CLASS7}|CLASS8}|
LIC|737657}|PA|C27}|A & A LANDSCAPE SERVICES}|1104 BODEGA COURT}|
LIC|985276}|CP|C27}|A B LANDSCAPE SERVICES}|P O BOX 1311}|RANCHO C
LIC|961283}|PA|B|C10|C20|C27|D35|C46}|A B R CO}|4125 TEMESCAL ST SUITE
LIC|1002115}|CP|D49|C27}|A BETTER TREE SERVICE}|3117 EL CAMINO AVE}|
LIC|748141}|SO|B|C27}|A G G CONSTRUCTION}|4067 MORNINGVIEW WAY}|EL
```

✓ Best choice for Excel import.

If the delimited file is being imported into Excel Version 2003, you may be required to cut and paste the data when the record count exceeds 60,000.

**Resource for importing files into Excel:**

Go to [www.support.office.com](http://www.support.office.com). In the Search Office help bar, type in Import Text Files and press Enter. Select the "Import or export text (.txt or .csv) files – Excel" option.

**Resource for creating labels from an Excel list:**

Go to [www.support.office.com](http://www.support.office.com). In the Search Office help bar, type in "labels from Excel list".

**The Contractors State License Board does not provide technical support for the utilization of the data.**