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800-321-CSLB (2752) | www.cslb.ca.gov | *CheckTheLicenseFirst.com*

## Request for Certificate of Non-Registration for a Home Improvement Salesperson

For Office Use Only

**FEE: \$67.** The fee must accompany your request. Attach a money order, personal or business check, or cashier's check made payable to: Registrar of Contractors. The estimated processing time is 6-8 weeks. For expedited requests, you must include a copy of your current court documents to verify the court date.

**Definition:**

Upon request, CSLB prepares statements about the absence of a registration during a given time period or a "no record verified certificate." To identify the non-registered subject, you will need to provide the person's full name, associated business name (if applicable), and address.

**A Certificate of Non-Registration:**

- Is admissible in court as *prima facie* evidence of the facts stated on the certificate.
- States that a home improvement salesperson's registration could not be substantiated with the information contained in the Certificate of Non-Registration.
- Covers the current year and up to the last three (3) years of history, unless otherwise requested.

**To request a Certified Non-Registration, complete the following:**

SALESPERSON'S NAME <i>(first, middle, last)</i>	
SALESPERSON'S MAILING ADDRESS <i>(include city, state, and zip code)</i>	
ASSOCIATED BUSINESS NAME (IF APPLICABLE)	ASSOCIATED CSLB LICENSE NUMBER (IF APPLICABLE)
TIME PERIOD REQUESTED From _____ to Present	
REQUESTER INFORMATION	
NAME <i>(first, middle, last)</i>	DAYTIME PHONE <i>(include area code)</i>
BUSINESS NAME	
BUSINESS MAILING ADDRESS <i>(include city, state, and zip code)</i>	
REQUESTER SIGNATURE	DATE