

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

## **Request for Copies**

## **FEE**

Uncertified: 10 cents per page.

Who is requesting the copies?

Certified: 10 cents per page plus a \$2 certification fee per file.

Licensees may request copies of their own files at no charge, but must enclose a check for \$2 if certification is required.

The fee **must** accompany your request. Attach a money order or a personal, business, certified, or cashier's check made payable to the Registrar of Contractors. Do not send cash. Please note there will be a \$25 service fee for each dishonored check.

If CSLB is unable to process your request within 10 working days, you will be notified in writing about the anticipated completion date.

REQUESTER NAME (first, middle, last)		DAYTIME PHONE (including area code)		
ADDRESS (include city, state, and zip code)				
REQUESTERS SIGNATURE		DATE		
From which contractor's file do you	want copies?			
BUSINESS NAME				
LICENSE NUMBER		PENDING APPLICATION NUMBER		
CASE NUMBER	ARBITRATION NUMBER		CITATION NUMBER	
Please list below the documents you	u want copied:			
Do you want certified copies? ☐	UNCERTIFIED CE	ERTIFIED (\$2)		





## **Notice: Collection of Personal Information**

CSLB collects the personal information requested on this form as authorized by Business and Professions Code (B&P) §30 and California Code of Regulations (CCR), Title 16, §816. CSLB uses this information in the course of identifying and evaluating applicants for licensure, issuing and/or reviewing licenses, and enforcing licensing standards set forth by law and regulation. Submission of the requested information is mandatory; CSLB cannot consider your requested information without complete information on this form. You may review the records maintained by CSLB that contain your personal information, as permitted by the Information Practices Act. CSLB makes every effort to protect the personal information you provide; however, it may be disclosed in response to a Public Records Act request as allowed by the Information Practices Act. Such instances include release to another government agency as authorized by state or federal law; or, in response to a court or administrative order, a subpoena, or a search warrant. Contact the California Office of Privacy Protection at www.privacy.ca.gov for questions about privacy policy or the Information Practices Act.