



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 Gavin Newsom

Request for Copies

FEE

Uncertified: 10 cents per page

Certified: 10 cents per page plus \$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. There will be a \$10 service charge 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.

Who is requesting the copies?

REQUESTER NAME <i>(first, middle, last)</i>	DAYTIME PHONE <i>(include area code)</i>
ADDRESS <i>(include city, state, and zip code)</i>	
REQUESTER 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 want copied:

Do you want certified copies? UNCERTIFIED CERTIFIED (\$2)





Request for Copies (continued)

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.