



**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

STATE OF CALIFORNIA  
Governor Gavin Newsom

**DATA SERVICES UNIT: 916.255.3975 or 916.361.7497 (fax)**

**Full File / Update File Order**  
**Fee: \$235.00** Each File (Non-Refundable)

**IMPORTANT: Review the Record Layout to ensure this is the data you require. The fee is non-refundable.**

1. Business Name			*** FOR CSLB USE ONLY ***
2. Contact Name/Responsible Party (Required)			
3. Business Street Address (P.O. Box Not Acceptable)			A. Received Date:
4. City			B. Amount Received & Check No.:
5. State			/
6. Zip Code			C. DSU Job # :
7. Phone ( ) _____ Fax ( ) _____ Email _____			D. RC List #:

8. Select One: <input type="checkbox"/> DVD <input type="checkbox"/> Email	Email files will be sent from @box.com or @dca.ca.gov and will contain a file link valid for 90 days only.	<b>FILES PROVIDED IN TEXT FILE FORMAT ONLY</b>
--	--	--

<p>9. <b>FULL FILE</b> – Check appropriate box(es)</p> <p>License Master File *</p> <p>Business Principal File *</p> <p>Workers' Comp/LLC Liability Insurance File</p> <p>Action Codes File</p> <p>Complaint Disclosure/Legal Action File</p> <p><b>Number of Files = _____ x \$235 = _____</b></p>	<p><b>If ordering the FULL FILE in a month other than January or July, see the ALERT on page 2.</b></p>	<p style="text-align: center;"><b>IMPORTANT!</b></p> <p>* FULL FILES may require the use of software to read large files, e.g., LTF (Large Text File) Viewer 5.2u.</p> <hr/> <p style="text-align: center;"><b>FEE ADJUSTMENT</b></p> <p>When the Action Codes File <b>AND</b> Complaint Disclosure/Legal Action Files are both ordered, only one fee of \$235 is required for the combined files. The adjustment applies to both FULL FILE and UPDATE FILE requests.</p>
---	---	---

<p>10. <b>UPDATE FILE</b> – Check appropriate box(es), then complete Section 11</p> <p>License Master File</p> <p>Business Principal File</p> <p>Workers' Comp/LLC Liability Insurance File</p> <p>Action Codes File</p> <p>Complaint Disclosure/Legal Action File</p> <p><b>Number of Files = _____ x \$235 = _____</b></p>	<p>11. <b>SPECIFY THE MONTHS FOR WHICH THE UPDATE FILES ARE REQUESTED:</b></p> <p><input type="checkbox"/> JAN <input type="checkbox"/> APR <input type="checkbox"/> JUL <input type="checkbox"/> OCT</p> <p><input type="checkbox"/> FEB <input type="checkbox"/> MAY <input type="checkbox"/> AUG <input type="checkbox"/> NOV</p> <p><input type="checkbox"/> MAR <input type="checkbox"/> JUN <input type="checkbox"/> SEP <input type="checkbox"/> DEC</p> <p><input type="checkbox"/> Check here to decline the January <b>LICENSE MASTER FULL FILE</b> option. <b>SEE PAGE 2 FOR INFORMATION/INSTRUCTIONS.</b></p>
--	---

**DISCLAIMER**

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 that the fee is non-refundable and release CSLB of any responsibility for data ordered in error.

Print or Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# INFORMATION ABOUT FULL FILE / UPDATE FILE ORDER

## RECORD FORMAT = FIXED BLOCK

License Master File – Record Length = 700

Business Principal File – Record Length = 2610

Workers' Compensation File – Record Length = 677

LLC Liability Insurance File -- Record Length = 110

License Action File – Record Length = 100

Complaint Disclosure File: Main – Record Length = 100; Comments – Record Length = 250; Violations – Record Length = 120

## RECORD CONTENT

To ensure you receive the information best suited to your needs, review the Record Layouts provided on our webpage.

- 1) The LICENSE MASTER FILE **DOES NOT** provide license personnel information. If you are interested in obtaining license personnel, you must purchase the BUSINESS PRINCIPLE FILE.
- 2) The Business Principle File, Workers' Compensation File, Action Codes File, and Complaint Disclosure/Legal Action File **DOES NOT** provide address information. If you are interested in obtaining address information, you must purchase the License Master File **IN ADDITION TO** these supplemental files.

## **ALERT**

A FULL FILE ordered in JANUARY contains all licenses in our database through December 31<sup>st</sup> of the prior year. A FULL FILE ordered in JULY contains all licenses in our database through June 30<sup>th</sup> of the current year.

If a FULL FILE is ordered in a month other than January (February, March, April, May, June), the January Full File will be provided. If a FULL FILE is ordered in a month other than July (August, September, October, November, December), the July Full File will be provided. To ensure you have the most current information, you also will be required to purchase all subsequent monthly Update Files.

For example: If a FULL FILE is ordered in April, the January Full File (with data through December 31<sup>st</sup> of the prior year) will be provided. Update files would then be required to obtain any license changes for the months of January, February, and March.

## SUBSCRIBER INFORMATION

**FULL FILES** are produced the first weeks of January and July. A FULL FILE is required to obtain all license records in CSLB's database.

**UPDATE FILES** are produced the first week of each month and provide changes which occurred to a license within the previous month. Update Files must be ordered to update the records provided in the Full File.

### **IMPORTANT: January LICENSE MASTER FULL FILE Option**

If you are an Update File subscriber, you now will receive the LICENSE MASTER FULL FILE in January **UNLESS WE ARE OTHERWISE INSTRUCTED** in Section 11 on the Order Form. The LICENSE MASTER FULL FILE contains 700,000+ records. By receiving the LICENSE MASTER FULL FILE once a year, subscribers are able to begin the year with the most current information available. Update Files then may be ordered on a monthly basis to update the records.

You may pre-pay for **Updates** on a quarterly basis. For more information, contact the Data Services Unit at (916) 255-3975.