



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)

Order Form for Registered Home Improvement Salesperson (HIS)

A home improvement salesperson (HIS) is defined as a person who is employed by a licensed contractor to solicit, sell, negotiate, or execute contracts under which home improvements may be performed, a swimming pool constructed, or home improvement goods or services installed or furnished. Once properly registered with CSLB, he/she may work for any number of contractors and sell a variety of goods and services.

Fee: \$245 (Non-Refundable)

IMPORTANT: This is not a list of licensed contractors.

Form with fields: 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 (DVD by mail, Email), 8. Special Project, Newsletter. Includes CSLB ONLY - and File formats section.

Registration status and association(s) are current as of the time the information is retrieved from our database.

9. Parameters: (A) Registration Status (RENEWED, EXPIRED BUT RENEWABLE, BOTH), (B) Geographic Selection (County Codes/Names, Northern CA (NC), Southern CA (SC), All in CA (IC), All in United States (US)).

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. Initial that you understand the list does not include licensed contractors:

GENERAL INFORMATION

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

The information provided is in **Delimited Text File Format (not Excel)** and includes: currently renewed and/or expired but renewable **Home Improvement Salesperson (HIS)** registrants, registrant's address, telephone number, and the license number(s) of the associated contractor(s). **NO 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 we have questions about your order.
3. Enter a street address only. (**Data sent via UPS 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. 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. (A) **Registration Status** (Select ONE):
 - **“RENEWED”** includes currently renewed registrations and any related suspensions
 - **“EXPIRED BUT RENEWABLE”** includes expired registrations, but still renewable (within 3 years of expiration)
 - **“BOTH”** includes currently renewed AND expired, but renewable registrations
- (B) **Geographic Selection** (Select ONE):
 - Select by county code(s) **or** select by region.

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

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. Empty spaces between delimiters indicate no data was available for the field. Delimited is the best choice for Excel import.