



CONTRACTORS STATE LICENSE BOARD

STATE OF CALIFORNIA

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 Certified Registration History 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 three weeks. For expedited requests, you must include a copy of your current court documents to verify the court date. Please note that there is a \$25 service fee for each dishonored check.

Definition:

A Verified Certificate of Home Improvement Salesperson is a certified registration history covering a specific time frame that is mainly for court actions involving contractors and/or registrants. The Verified Certificate contains the salesperson’s registration information and the standing of the registration during the period covered by the certificate.

A Certified Registration History:

- Is admissible in court as *prima facie* evidence of the facts stated on the certificate.
- Includes the salesperson’s name, registration number, effective date, business name, and the license number of the contractor with whom the salesperson may be registered, and any legal action taken against the registration.
- Covers the current year and up to the last three (3) years of history, unless otherwise requested.

To request a Certified Registration History, complete the following:

SALESPERSON'S NAME		REGISTRATION NUMBER
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

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.