

GENERAL INFORMATION

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

WHAT YOU WILL RECEIVE:

The information provided includes currently renewed licenses, contractor license number, business name and address, telephone number, license status, license classification(s), business county, bond company information, and workers' compensation information. **NO BUSINESS PERSONNEL NAMES OR 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 up to 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 that we have questions about your order.
3. Enter a street address only. (**Data is sent via UPS and cannot be shipped to Post Office Boxes.**)
4. Enter full city name.
5. Enter state.
6. Enter zip code.
7. Enter phone number and email address.
8. Check the appropriate box for delivery. 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. Identify information parameters (add an attachment, if necessary):
 - (A) **License Status (Select ONE):**
 - **"IN GOOD STANDING"** means the license is CURRENTLY RENEWED and CLEAR, with NO SUSPENSIONS.
 - **"ALL"** includes licenses in good standing, as well as those that are CURRENTLY RENEWED but UNDER SUSPENSION.
 - Select Active, Inactive, or Active/Inactive.
 - (B) **License Classification:** Enter requested License Classification Code(s) (**see page 3**) **OR** enter "ALL" to request all classifications.
 - (C) **Business Type:** Check only if you want specific types of businesses. For ALL business entities, leave this blank.
 - (D) **Date Selection:** Original Issue Date **or** Expiration Date – Select **ONE** and enter the requested dates. If specific issuance or expiration information is not required, leave this section blank.
 - (E) **Geographic Selection (Select ONE):**
 - Enter county code(s) (**see page 3**).
 - Select records by region, state(s), or country.
 - All in California – all California contractors throughout the state
 - All in United States – all California contractors with addresses throughout the United States, including California
 - All States Out of CA – all California contractors with addresses in states **other than** California
 - Foreign Countries – all California contractors with addresses in foreign countries only
 - ALL – all California contractors with addresses in foreign countries and the USA, including California
10. **READ THE DISCLAIMER CAREFULLY.** Print or type the name of the person responsible for the request. **A signature and date are required before Data Services can process the order.**

Regarding Section 9 (B): License Classification Titles and Codes

CLASSIFICATION TITLE	CODE	CLASSIFICATION TITLE	CODE
General Engineering	A	Low Voltage Systems	C-7
General Building	B	Manufactured Housing	C-47
Residential Remodeling Contractor	B-2	Masonry	C-29
Asbestos Abatement	C-22	Ornamental Metal	C-23
Boiler, Hot Water Heating and Steam Fitting	C-4	Painting and Decorating	C-33
Building Moving/Demolition	C-21	Parking and Highway Improvement	C-32
Cabinet, Millwork and Finish Carpentry	C-6	Pipeline	C-34
Ceramic and Mosaic Tile	C-54	Plumbing	C-36
Concrete	C-8	Refrigeration	C-38
Construction Zone Traffic Control	C-31	Roofing	C-39
Drywall	C-9	Sanitation System	C-42
Earthwork and Paving	C-12	Sheet Metal	C-43
Electrical (General)	C-10	Signs (Electrical)	C-45
Elevator Installation	C-11	Solar	C-46
Fencing	C-13	Steel, Reinforcing	C-50
Fire Protection	C-16	Steel, Structural	C-51
Flooring and Floor Covering	C-15	Swimming Pool	C-53
Framing and Rough Carpentry	C-5	Warm-Air Heating, Ventilating and Air-Conditioning	C-20
Glazing	C-17	Water Conditioning	C-55
Insulation and Acoustical	C-2	Welding	C-60
Landscaping	C-27	Well Drilling (Water)	C-57
Lathing and Plastering	C-35	Asbestos Certification	ASB
Limited Specialty	C-61	Hazardous Substance Removal Certification	HAZ
Lock and Security Equipment	C-28		

Regarding Section 9 (D): Date Selection

- **Original Issue Date** – Enter “from” and “to” dates to capture licenses issued within a specific time period. The “from/to” dates cannot exceed the current date.
- **Expiration Date** – Enter a “to” date to capture licenses due to expire in the future. The specified date must be a future date.

If you do not require specific issuance or expiration information, leave this section blank.

Regarding Section 9 (E): County Codes and Names

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