



**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](http://www.cslb.ca.gov) | [CheckTheLicenseFirst.com](http://CheckTheLicenseFirst.com)

## Request for Certificate of Non-License History

**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 6-8 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

Upon request, CSLB prepares statements about the absence of a license during a given time period, or a “no record verified certificate.” To identify the non-licensed subject, you will need to provide the person’s full name, business name (if applicable), and address.

### A Certificate of Non-License:

- Is admissible in court as a *prima facie* evidence of the facts stated on the certificate.
- States that a contractor’s license could not be substantiated with the information contained in the Certificate of Non-License.
- Covers the current year and up to the last three (3) years of history (unless otherwise requested up to a maximum of 10 years).

### To request a Certified Non-License History, complete the following:

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INDIVIDUAL’S NAME *(first, middle, last)*

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BUSINESS NAME

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BUSINESS MAILING ADDRESS *(include city, state, and zip code)*

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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

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