



IMPORTANT NOTICE REGARDING CONVICTIONS PLEASE READ CAREFULLY

Failure to accurately report a conviction is the number one reason an application is denied. In this Notice, the term “conviction” includes pleading guilty or no contest to (nolo contendere) or being convicted by a court of any misdemeanor or felony in this state or elsewhere.

As part of the CSLB application process, you must be fingerprinted if you have not been fingerprinted by CSLB before. After an application has been accepted by CSLB as complete (also known as “posted”), each individual listed on the application will be sent instructions on the process for obtaining and submitting fingerprints as required by law.

Your fingerprints will be compared to the records of the California Department of Justice and the Federal Bureau of Investigation. **If you have ever been convicted of a crime, your criminal history information will be reported to CSLB.** This includes DUIs and other Vehicle Code violations resulting in a misdemeanor or felony conviction. Even if you have had your record expunged (charges reduced or dismissed), the past conviction will still be reported to CSLB and must be disclosed on the application.

If you have ever been convicted of a crime (felony or misdemeanor), you MUST answer “Yes” to the criminal conviction question on the application and provide a detailed explanation of the circumstances resulting in your conviction. To help ensure that you provide the required information, you should complete and submit the Disclosure Statement Regarding Criminal Plea/Conviction form that is available on CSLB’s website.

Failure to accurately report any and all convictions is falsification of your application and is grounds for denial. This means you will be denied certification even if the conviction is not related to the duties or qualifications of a contractor. If your application is denied, you will be prevented from filing another application for a minimum of one year, up to a maximum of five years.

Just because you have been convicted of a crime does not automatically mean your application will be denied. When reviewing criminal convictions, CSLB considers factors such as the seriousness of the crime, the time that has passed since the conviction, and any evidence of rehabilitation the applicant submits.

However, if you lie on your application by failing to disclose any and all convictions, your application will be denied.



IMPORTANT NOTICE

Dear Applicant:

Enclosed is the application you requested from the Contractors State License Board (CSLB).

Please be aware that nearly half of all applications submitted to CSLB are incomplete and must be rejected!

You must complete your application in its entirety for it to be accepted by CSLB. After an application has been accepted by CSLB as complete (also known as “posted”), each individual listed on the application will be sent instructions on the process for obtaining and submitting fingerprints as required by law.

An incomplete application can needlessly delay you receiving your certification. Delays can last several weeks or even months and possibly result in the application being voided and the application fee being forfeited.

Spending a few extra minutes now may save you weeks or months later!

Before you submit your application, follow these simple directions.

- **Sign the forms.**
- **Fill out all applicable information.**
- **Make sure you submit Certification of Work Experience forms that have been filled out completely, ensuring that you have provided four (4) years of applicable experience in the classification for which you are applying.**

Carefully read the General Information section that immediately precedes the application package and follow the specific instructions that are contained throughout the application package to help ensure that your application is complete.

Please be aware that there are no schools or application preparation organizations that are affiliated with or agents of CSLB, although some may have company names that are confusingly similar to CSLB. If you discover that an organization has misrepresented itself as being CSLB, you should submit a complaint to CSLB or the California Department of Consumer Affairs. In addition, the only official examination study guides are available free of charge on CSLB’s website and are mailed to applicants when they are scheduled for exams.



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

STATE OF CALIFORNIA
Edmund G. Brown Jr., Governor

**APPLICATION FOR ASBESTOS CERTIFICATION
General Information**

Listed below is general information to assist you as you complete the attached application. Detailed instructions are provided on the application. For more information about the Contractors State License Board’s (CSLB) Asbestos Certification, please refer to Business and Professions (B&P) Code Sections 7058.5 and 7058.6 (see below for excerpts).

Do not submit this General Information section with your completed application – the actual application begins immediately following this section on Application – Page 1 of 1. Before you submit your application, please review and check off the following items.

- Enclose the nonrefundable \$50 application fee with your completed application.** CSLB cannot process your application without the fee made payable to the Registrar of Contractors.
- Your application may be returned to you if it is insufficient or incomplete.** You must provide any missing information, make corrections, and resubmit your completed application to CSLB within **90 days** after the date that it was returned to you or your application will become void. You cannot reinstate a void application – you must submit a new application and \$50 application fee if you wish to pursue certification.
- Complete the application legibly in black or dark blue ink or with a typewriter.** Forms completed in pencil will be returned to you. Please make sure that you and other appropriate individuals sign and date the bottom of the application.
- Full legal names are required.** If an individual does not have a middle name, write “None” or “No middle name” in the space provided. If an individual has only an initial for his or her first or middle name, write “(Initial only)” after the initial.
- Leave no space blank.** If a particular question or request for information does not apply to you, write “n/a” in the blank space to indicate that the question has received your attention but that it is not applicable.
- You must provide your personal Social Security number; a taxpayer identification number is not acceptable.** (See note on next page regarding collection of Social Security numbers.)
- The contractor’s license must be active and in good standing before the certification can be granted;** if it is not, this application will be rejected.
- All applicants must be at least 18 years of age.
- Show the full business name exactly as it appears on CSLB records.
- You must provide a street address for both your business and residence. P.O. boxes are not acceptable for the street address.

APPLICATION PROCESSING

When CSLB receives your application, an acknowledgement letter will be sent to you that explains how to check the status of your application online at www.cslb.ca.gov or by calling the 24-hour automated phone system at (800) 321-CSLB (2752) using the Application Fee Number that is provided in the acknowledgement letter. This mailing will also contain instructions on the process for obtaining and submitting fingerprints as required by law. Please include your Application Fee Number in any correspondence. All correspondence should be sent to:

Contractors State License Board
P.O. 26000
Sacramento, CA 95826-0026

B&P CODE SECTION 7058.5 AND 7058.6 EXCERPTS

B&P Code Section 7058.5 states, in part, “(a) No contractor shall engage in asbestos-related work, as defined in Section 6501.8 of the Labor Code, which involves 100 square feet or more of surface area of asbestos containing materials, unless the qualifier for the license passes an asbestos certification examination.

* * *

No asbestos certification examination shall be required for contractors involved with the installation, maintenance, and repair of asbestos cement pipe or sheets, vinyl asbestos floor materials, or asbestos bituminous or resinous materials.

‘Asbestos’ as used in this section, has the same meaning as defined in Section 6501.7 of the Labor Code.”

B&P Code Section 7058.6 states, in part, “(a) The board shall not issue an asbestos certification, as required by Section 7058.5, unless the contractor is registered with the Division of Occupational Safety and Health of the Department of Industrial Relations

Please detach this General Information section before submitting the completed application to CSLB.

APPLICATION FOR ASBESTOS CERTIFICATION

General Information

pursuant to Section 6501.5 of the Labor Code. The board may issue an asbestos certification to a contractor who is not registered, provided the contractor in a written statement acknowledges that he or she does not perform asbestos-related work. The board shall notify both the division and the contractor, in writing, of the contractor's passage of the certification examination, for the purpose of allowing the contractor to satisfy the requirement of paragraph (1) of subdivision (a) of Section 6501.5 of the Labor Code. The contractor shall register with the division within 90 days from the date the contractor is notified of the passage of the certification examination. The board may require a reexamination if the contractor fails to register within 90 days following issuance of the notification. Applicable test fees shall be paid for any reexamination required under this section.

(b) Any contractor who is certified to engage in asbestos-related work shall present proof of current registration with the division pursuant to Section 6501.5 of the Labor Code upon application for renewal of his or her license, if the contractor engages in asbestos-related work, as defined in Section 6501.8 of the Labor Code.

(c) A contractor who is not certified pursuant to this section may bid on and contract to perform a project involving asbestos-related work as long as the asbestos-related work is performed by a contractor who is certified and registered pursuant to this section and Section 6501.5 of the Labor Code.”

FINGERPRINT REQUIREMENT

All applicants for licensure are required to submit a full set of fingerprints for the purpose of conducting a criminal background check. Fingerprints will be compared to the records of the California Department of Justice and the Federal Bureau of Investigation to determine whether a criminal history exists. After an application has been accepted by CSLB as complete (also known as “posted”), each individual listed on the application will be sent instructions on the process for obtaining and submitting fingerprints as required by law. For more information, please visit CSLB's website at <http://www.cslb.ca.gov/applicants/FingerprintQA.asp>.

EXAMINATIONS

You may be scheduled for the examination as soon as 15 days from the acceptance of this application. A study guide for the examination is available from CSLB online at www.cslb.ca.gov or by calling the 24-hour automated phone system at (800) 321-CSLB (2752).

CONSTRUCTION MANAGEMENT EDUCATION ACCOUNT

A grant program was established in 1991 to provide funds for qualified public post-secondary schools that teach construction management. Applicants may voluntarily contribute to the account when paying the application fee or the license/registration/certification renewal fee. If you would like to make a voluntary contribution, please submit a separate check or money order made payable to CSLB/Construction Management Education Account, mark the box on the top portion of page 1 of the application, and write in the dollar amount in the space provided. (See B&P Code Section 7139, Article 8.5)

NOTICE ON COLLECTION OF SOCIAL SECURITY NUMBERS

With the exception of the driver license numbers, all information requested on the application is mandatory, including disclosure of Social Security numbers (SSN). Collection of the SSN is authorized by B&P Code Section 30 and Public Law 94-455 (42 U.S.C.A. 405(c)(2)(C)). SSNs are used exclusively for the purpose of tax enforcement and/or compliance with any judgment or order for family support in accordance with Family Code Section 17520. If you fail to disclose your SSN, you will be reported to the Franchise Tax Board, and they may assess a \$100 penalty against you. The official responsible for the maintenance of this information is the Registrar of Contractors, Contractors State License Board. The information may be transferred to other state or government agencies. Individuals have the right to review files or records about them maintained by the agency, unless the records are identified as confidential information and exempted from the Information Practices Act, Section 1798.3.

NOTICE ON COLLECTION OF PERSONAL INFORMATION

CSLB collects the personal information requested on the following forms as authorized by B&P Code Section 30 and California Code of Regulations (CCR) Section 816. CSLB uses this information to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation. Submission of the requested information is mandatory. CSLB cannot consider your application for licensure or renewal unless you provide all of the requested information. 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 us; however, it may be disclosed in response to a Public Records Act request as allowed by the Information Practices Act; to another government agency as required by state or federal law; or in response to a court or administrative order, a subpoena, or a search warrant. The application contains an applicant authorization for the Franchise Tax Board to disclose to CSLB any outstanding final liabilities for the purpose of administering B&P Code Section 7145.5. For questions about the Department of Consumer Affairs' privacy policy or the Information Practices Act, contact the Office of Privacy Protection at 1625 North Market Blvd., Suite N324, Sacramento, CA 95834 or by e-mail to privacy@dca.ca.gov.

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STATE OF CALIFORNIA
Edmund G. Brown Jr., Governor

FOR CSLB USE ONLY

Application for Asbestos Certification

Application Fee for Certification.....\$50.

Voluntary contribution to Construction Management Education Account..... \$
There is a \$10 service charge for each dishonored check.

The application fee of \$50 is not refundable once the application has been filed.
Attach a money order or a personal, business, certified, or cashier's check made payable to the Registrar of Contractors. Do not send cash.

Please type or print neatly and legibly in black or dark blue ink.

SECTION 1 - BUSINESS NAME AND ADDRESS

1. FULL BUSINESS NAME (as it appears on the license)
2. CSLB LICENSE NUMBER
3. BUSINESS MAILING ADDRESS number/street or P.O. box city state ZIP code
4. BUSINESS STREET ADDRESS (Required) number/street only - NO P.O. boxes city state ZIP code
5. BUSINESS PHONE NUMBER BUSINESS FAX NUMBER BUSINESS EMAIL ADDRESS

SECTION 2 - CERTIFICATION APPLICANT FULL LEGAL NAME AND ADDRESS

6. FULL LEGAL NAME last first middle DATE OF BIRTH SOCIAL SECURITY NUMBER
7. MAILING ADDRESS number/street or P.O. box city state ZIP code
8. RESIDENCE ADDRESS (Required) number/street only - NO P.O. boxes city state ZIP code
9. RESIDENCE PHONE NUMBER FAX NUMBER EMAIL ADDRESS DRIVER LICENSE NUMBER

10. If the asbestos certification is for bidding purposes only, please check this box. This acknowledges that you do not perform any asbestos-related work pursuant to Section 7058.6 of the Business and Professions Code. (See General Information section.)

SECTION 3 - REQUIRED APPLICATION QUESTIONS

All questions in this section must be answered by the certification applicant only. If you checked Yes in response to any question, you must attach a separate sheet with a detailed explanation for each situation.

11. Has anyone listed on this application ever pleaded guilty or no contest to or been convicted by a court of any misdemeanor or felony in this state or elsewhere?
12. Have you (or any company you are or were a part of) ever received a citation from the Contractors State License Board or had a contractor's license or other professional or vocational license denied, suspended, or revoked by this state or elsewhere?

SECTION 4 - REQUIRED SIGNATURES

I certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and accurate, and that I have reviewed the entire contents of this application.

Date Signature of Qualifying Individual (Certification Applicant) Printed Name of Qualifying Individual (Certification Applicant)
Date Signature of Contractor (Owner, Partner, or Current Officer) Printed Name of Contractor (Owner, Partner, or Current Officer)



FOR CSLB USE ONLY