Request for Certificate of Non-Registration for a Home Improvement Salesperson

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.

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

A Certificate of Non-Registration:
- Is admissible in court as prima facie evidence of the facts stated on the certificate.
- States that a home improvement salesperson’s registration could not be substantiated with the information contained in the Certificate of Non-Registration.
- Covers the current year and up to the last three (3) years of history, unless otherwise requested.

To request a Certified Non-Registration, complete the following:

SALESPERSON'S NAME (first, middle, last)

SALESPERSON’S MAILING ADDRESS (include city, state, and zip code)

ASSOCIATED BUSINESS NAME (IF APPLICABLE) ASSOCIATED CSLB LICENSE NUMBER (IF APPLICABLE)

TIME PERIOD REQUESTED
From to Present

REQUESTER INFORMATION

NAME (first, middle, last) DAYTIME PHONE (include area code)

BUSINESS NAME

BUSINESS Mailing ADDRESS (include city, state, and zip code)

REQUESTER SIGNATURE DATE