

**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 | CheckTheLicenseFirst.com

STATE OF CALIFORNIA

Governor Gavin Newsom

DATA SERVICES UNIT: 916.255.3975 or 916.361.7497 (fax)

Order Form for Registered Home Improvement Salesperson (HIS)

A home improvement salesperson (HIS) is defined as a person who is **employed by a licensed contractor** to solicit, sell, negotiate, or execute contracts under which home improvements may be performed, a swimming pool constructed, or home improvement goods or services installed or furnished. Once properly registered with CSLB, he/she may work for any number of contractors and sell a variety of goods and services.

Fee: \$245 (Non-Refundable)

IMPORTANT: This is not a list of licensed contractors.

| | | | | |
|--|----------|--------|--|--|
| 1. Business Name | | | *** FOR CSLB USE ONLY *** | |
| 2. Contact Name/Responsible Party (Required) | | | A. Received Date: | |
| 3. Business Street Address (P.O. Box Not Acceptable) | | | B. Amount Received & Check No.: / | |
| 4. City | 5. State | 6. Zip | C. DSU Job #: | |
| 7. Phone () Fax () Email | | | D. RC List #: | |
| 8. Delivery Option (Select ONE): DVD by mail Email | | | <div style="text-align: center;"> - CSLB ONLY - <input type="checkbox"/> Special Project <input type="checkbox"/> Newsletter </div> | |
| <input checked="" type="checkbox"/> Files are provided in Excel format. | | | <div style="text-align: center;"> Email files will be sent from @box.com or @dca.ca.gov and will contain a file link valid for 90 days only. </div> | |

Registration status and association(s) are current as of the time the information is retrieved from our database.

9. Parameters:

(A) Registration Status (Select **ONE**): RENEWED EXPIRED BUT RENEWABLE BOTH (Descriptions on page 2)

(B) Geographic Selection (Select **ONE**):

County Codes/Names (**See Attachment**) _____

Northern CA Southern CA All in CA All in United States
 (NC) (SC) (IC) (US)

10. Disclaimer – Contact Name/Responsible Party:

Contractors State License Board's (CSLB) HIS registration information will be sent to you in Excel format.

The Contractors State License Board **DOES NOT PROVIDE PROGRAMMING OR TECHNICAL SUPPORT**. It is important to understand that the data must be customized or formatted by the technical staff at your business to meet your specific requirements.

By signing below, you acknowledge you have reviewed the record layout and confirm your understanding of the type of data you will receive. **You also acknowledge the fee is non-refundable and release CSLB of any responsibility for data ordered in error.**

Print or Type Name

Signature

Date

Initial that you understand the list does not include licensed contractors: _____

GENERAL INFORMATION

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

The information provided is in **Excel format** and includes: currently renewed and/or expired but renewable **Home Improvement Salesperson (HIS)** registrants, registrant's address, telephone number, and the license number(s) of the associated contractor(s). **NO 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 **15 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 we have questions about your order.
3. Enter a street address only. (**Data sent via UPS cannot be shipped to Post Office Boxes.**)
4. Enter full city name.
5. Enter state.
6. Enter Zip code.
7. Enter phone and fax numbers, and email address.
8. Check the appropriate boxes for delivery option. 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. (A) **Registration Status** (Select ONE):
 - **“RENEWED”** includes currently renewed registrations and any related suspensions
 - **“EXPIRED BUT RENEWABLE”** includes expired registrations, but still renewable (within 3 years of expiration)
 - **“BOTH”** includes currently renewed AND expired, but renewable registrations(B) **Geographic Selection** (Select ONE):
 - Select by county code(s) **or** select by region.

| 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 |