



CONTRACTORS STATE LICENSE BOARD

9821 Business Park Drive, Sacramento, California 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

Request for Certificate of Non-License

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 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:

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

BUSINESS NAME

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

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
