



CONSTRUCTION CONTRACTORS BOARD
 PO Box 14140
 Salem OR 97309-5052
 503-378-4621
www.oregon.gov/CCB



REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

REQUESTOR'S INFORMATION	
Date: _____	Phone/Fax no's.: _____
Name: _____	
Address: _____ E-mail: _____	

RELATED PROGRAM	
If known, indicate the program related to the information that you are requesting:	
<input type="checkbox"/> Licensing	<input type="checkbox"/> Dispute Resolution Services
<input type="checkbox"/> Education	<input type="checkbox"/> All agency
<input type="checkbox"/> Enforcement	
<input type="checkbox"/> Other: _____	
DESCRIPTION OF RECORDS	
_____ License/file no. (if known)	<input type="checkbox"/> Entire File <input type="checkbox"/> Specific documents _____
_____ License/file no. (if known)	<input type="checkbox"/> Entire File <input type="checkbox"/> Specific documents _____
_____ License/file no. (if known)	<input type="checkbox"/> Entire File <input type="checkbox"/> Specific documents _____
_____ License/file no. (if known)	<input type="checkbox"/> Entire File <input type="checkbox"/> Specific documents _____
<i>Attach additional list of records if necessary</i>	
ACCESS TO/COPIES OF RECORDS	
<input type="checkbox"/> I wish to receive copies of the requested records (costs will apply):	
<input type="checkbox"/> As ordinary copies	<input type="checkbox"/> As certified records
<input type="checkbox"/> A Certification of licensing history	
<input type="checkbox"/> I wish to arrange an appointment to personally inspect the requested records.	

For Office Use Only:
 Tracking Number _____
 Transmitted to _____ Section _____
 Date Transmitted _____

PAYMENT

FOR LICENSING RECORDS ONLY, WITH PRIOR AUTHORIZATION

I am including payment in the amount of \$_____.

If paying by check, make check payable to the *Construction Contractors Board*.

If paying by credit card: Visa MasterCard Discover

Account # _____ Expiration Date (Mo/Yr) _____

Print Name as Displayed on Card _____

Credit Card Holder's Address _____

Signature _____

(Credit card-only customers may fax this document to 503-373-2155)

SEND TO

Construction Contractors Board
Attn: Kristie Patton, Manager, Licensing/Customer Service
PO Box 14140
Salem OR 97309-5052

QUESTIONS?

Call (503) 934-2211