



CONSTRUCTION CONTRACTORS BOARD

P.O. Box 14140 Salem, OR 97309-5052

Fax (503) 373-2155 | www.oregon.gov/ccb



REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

REQUESTOR'S INFORMATION

Name: _____ Title: _____ Date: _____

E-mail: _____ Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

☐ I am an attorney, representing the following party related to this request: _____

RECORDS REQUEST BY SECTION

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Entire File ☐ or

Specific document(s): _____

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Certification of Licensing History: This letter documents the historical information and current status of a license record. **\$20 fee per certification**, costs will also vary depending on the page count.

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Please note: If you are seeking a document commonly called "Letter of Good Standing" for another State Board, check the box above for a certification of your license or you can provide the Oregon CCB with a form used by the other State Board.

RECEIPT OF INFORMATION

Please note, some records can only be produced as certified copies and will require a payment.

Signature of Requestor

Date

Submit this Public Records Request by email to CCB.Public.Records@ccb.oregon.gov or by fax at (503) 373-2155.

If needed, CCB staff will contact you by email. Please do not send duplicate requests.