



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

Department of Administration  
CONTRACTORS' REGISTRATION AND LICENSING BOARD  
One Capitol Hill  
Providence, RI 02908-5859

Office (401) 222-1270  
TDD (401) 222-6334  
FAX (401) 222-1940  
www.crb.ri.gov

**PUBLIC RECORDS REQUEST FORM  
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date \_\_\_\_\_ Request Number \_\_\_\_\_

Name (optional) \_\_\_\_\_

Address (optional) \_\_\_\_\_

Telephone (optional) \_\_\_\_\_

Requested Records: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OFFICE USE ONLY**

Request taken by: \_\_\_\_\_ Request Number \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Records to be available on: \_\_\_\_\_ Mail \_\_\_\_\_ Pick Up \_\_\_\_\_

Records provided: \_\_\_\_\_

Costs: \_\_\_\_\_ copies \_\_\_\_\_ search and retrieval

*Forward this Document to the Contractors' Registration and Licensing Board*

**Contractors' Registration and Licensing Board - Public Records Request Receipt**

If you desire to pick up the records, they will be available on \_\_\_\_\_ at the front desk. If, after review of your request, the CRLB determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the CRLB reserves its right to claim such exemption.

Note: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the receptionist at the front desk of the date you made the request, records requested and request number.

Thank you.