



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
Division of Capital Asset Management & Maintenance
CONTRACTORS' REGISTRATION AND LICENSING BOARD
One Capitol Hill
Providence, RI 02908-5859

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

PUBLIC RECORDS REQUEST GUIDELINES *CONTRACTORS' REGISTRATION AND LICENSING BOARD*

The Contractors' Registration and Licensing Board ("CRLB") adheres to the Access to Public Records Act, R.I. Gen. Laws §38-2-1, *et. seq.*, and has instituted the following procedures for the public to obtain public records.

1. To reach us by telephone please call (401) 222-1270. Requests for records must be mailed to the Contractors' Registration and Licensing Board. The mailing address is: Contractors' Registration and Licensing Board, One Capitol Hill, Providence RI 02908. Requests may also be hand delivered to the CRLB's front desk (One Capitol Hill, 2nd Floor, Providence, RI 02908) or requests may be emailed to ricrb@doa.ri.gov.
2. The regular business hours of the CRLB are 8:30 a.m. to 4:00 p.m.
3. You are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
4. In order to ensure that you are provided with the public records you seek in an expeditious manner, unless you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form located at the front desk, or on our website, www.crb.ri.gov or otherwise submit your request in writing. If you are seeking documents available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public and do not wish to submit a written request, you must contact the CRLB to make your request.
5. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for "good cause." We appreciate your understanding and patience.
6. If you feel that you have been denied access to public records, you have the right to file a review petition with the Attorney General. You may also file a lawsuit in Superior Court.
7. You may also obtain further information regarding the Open Government Act through the Office of the Attorney General's "Guide to Open Government," which can be found at: <http://www.riag.ri.gov> (then proceed to the link entitled "Open Government").
8. The Contractors' Registration and Licensing Board is committed to providing you with public records in an expeditious and courteous manner.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
Division of Capital Asset Management & Maintenance
CONTRACTORS' REGISTRATION AND LICENSING BOARD
One Capitol Hill
Providence, RI 02908-5859

Office (401) 222-1270
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.