



## STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CONTRACTORS' REGISTRATION AND LICENSING BOARD  
560 Jefferson Blvd  
Suite 204  
Warwick, RI 02886-1371

Office (401) 921-1590  
FAX (401) 889-5533  
FAX (401) 889-5535  
[www.crb.ri.gov](http://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) 921-1590. Requests for records must be mailed to the Contractors' Registration and Licensing Board. The mailing address is: Contractors' Registration and Licensing Board, 560 Jefferson Blvd, Suite 204, Warwick, RI 02886. Requests may also be hand delivered to the CRLB's front desk (560 Jefferson Blvd, Suite 204, Warwick, RI 02886) or requests may be emailed to [ricrb@doa.ri.gov](mailto: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](http://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.



**Rhode Island Department of Business Regulation  
Division of Building, Design & Fire Professionals  
STATE BUILDING OFFICE**

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

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

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

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

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

Requested Records:

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**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

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***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.