

The Public Works Contractor Registration (PWCR) affidavit online form consists of the following form fields and can be reached by selecting the following link:

<https://efiling.dir.ca.gov/PWCR/>

Registration Type – New or Renew

Department of Industrial Relations (DIR)

 **Public Works Contractor Registration**

Public Works Registration Affidavit

NOTICE: Contractors acquiring a public works contractor registration number should pay any fees and/or penalties, if applicable, by credit card. With a credit card payment, contractors can expect a registration number within 24 hours. Any other form of payment, such as ACH (Automated Clearing House) can take up to 10 days for verification of payment and check payments can take up to eight weeks for verification of payment. Both of these options should not be used if you need to have a registration number immediately and may impact further fees and/or penalties.

Registration Type

Please indicate the type of registration that you are applying for.

***Type of Registration**

Renew

Registration Type – choose either New or Renewal

Registration Type – New or Renewal

▶

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Step 1 of 6

Contractor Information

***Contractor Legal Name** ?

***Contractor Legal Entity**

Contractor Trade Name or doing business as (DBA)

Trade Name Rows 1 to 1 of 1

CSLB and/or Professional License Number(s) [CSLB Search](#)

License Type	License Number	Rows 1 to 1 of 1
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input type="button" value="Add Another"/> <input type="button" value="Remove"/>

Contractor Mailing Address

***Street Address**

***County**

***City**

***State** ***Zip Code**

Email Address

Contractor Physical Address

Same as mailing address

***Street Address**

***County**

***City**

***State** ***Zip Code**

* indicates a required field

1. **Contractor Legal Name*** - The Legal Name for a sole proprietor is the person(s) full legal name (First, middle and last name).
2. **Contractor Legal Entity*** - A legal entity can include a sole proprietorship, general partnership, limited liability company, limited partnership, corporation or joint venture. Based on your legal entity selection additional fields will be mandatory on the 'Legal Entity' tab

3. **Contractor Trade Name or DBA** – ‘Add Another’ and ‘Remove’ feature allows entry of multiple names
4. **CSLB and/or Professional License Number(s)*:** – ‘Add Another’ and ‘Remove’ feature entry of multiple licenses
 - License Type – Dropdown selection list
 - License Number
5. **Contractor Mailing Address***
6. **Same as mailing address** - Check box that if selected auto-fills mailing address inputs in Physical Address section
7. **Contractor Physical Address***
8. **Email Address**

*Required information

Legal Entity Tab – New

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Legal Entity Information Step 2 of 6

Sole Proprietor

*Sole Proprietor Name

* indicates a required field

1. **Sole Proprietor Name*** - (First, middle and last name).

Legal Entity Tab – Renewal

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Legal Entity Information

Step 2 of 6

Corporation

Corporation Number

*President Name

Vice President Name

Treasurer

Secretary

CEO

Agent Of Service

*Agent Of Service Name

*Street Address

*City

*State

*Zip Code

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* indicates a required field

Based on your selection on the 'Contractor Information' tab from the 'Legal Entity' list the appropriate legal entity form fields will be displayed.

Corporation legal entity form field(s)

1. Corporation Number
2. President Name*
3. Vice President Name
4. Treasurer Name
5. Secretary Name

6. **CEO Name**
7. **Agent of Service***- Enter the Agent of Service listed with the California Secretary of State
8. **Agent of Service Address***

*Required information

Workers Compensation Tab – New and Renewal

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Contractor Information Legal Entity Information **Workers Compensation** Contractor Certification Review Information Payment Method

Workers Compensation Step 3 of 6

NOTE: All roofing contractors must have a workers' compensation policy regardless if you have employees or not.

* Yes No Do you lease employees through Professional Employer Organization (PEO)? ?

Please provide your current workers' compensation insurance information

Workers' Compensation Insurance

* Self-Insured Insured by carrier Exempt from workers' compensation insurance?

* indicates a required field

1. **Do you lease employees through a Professional Employer Organization (PEO)? ***
2. **Workers Compensation Insurance selection options: ***

At least one mandatory even if employees are leased from a PEO

 - **Self-Insured**
 - **Certificate of Self-Insurance Number**
 - **Initial Certification Date**
 - **Insured by Carrier**
 - **Policyholder Name**
 - **Insurance Carrier**
 - **Policy Number**
 - **Inception/Expiration Date**

- **Exempt from workers' compensation insurance**
 - **Select reason from list**

*Required information

Contractor Certification Tab – New and Renewal

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Contractor Certification

Step 4 of 6

*Liability Certification

I certify that I do not have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award.

Note: Does not include any liabilities where the appeal period has not expired or any liabilities under appeal.

Yes No

*Debarment Certification

I certify that the contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.

Yes No

*Lapse in Registration Certification

Section 1725.5 requires all contractors, as defined by California Labor Code section 1722.1, to be registered prior to bidding on public works projects on or after March 1, 2015, or for all public works projects awarded on or after April 1, 2015. Have you bid on a public works project after March 1, 2015, or were you awarded a public works project after April 1, 2015, without first being registered with the Department of Industrial Relations?

Yes No If you answered yes to the question above, you may register with the Department of Industrial Relations (DIR); however, you will be subject to fees and penalties pursuant to Labor Code section 1725.5. Note, Labor Code section 1771.1(c)(2) provides you an opportunity to rectify the noncompliance of bidding without DIR registration by paying all fees and penalties within 24 hours from bid opening and being able to meet the minimum qualifications. You will be required to pay by credit card in order to meet this 24 hour timeframe. No other form of payment can be processed within 24 hours.

*Was the Failure Inadvertent?

Yes No

*CSLB Certification

I certify, where applicable, the contractor is licensed in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code CSLB.

Yes No

Penalty of Perjury

*First Name & Last Name

*Title/Company Position

*Contractor Legal Name

I, the undersigned, am .

with the authority to act for and on behalf of the above named contractor. I certify under penalty of perjury that all of the above information provided is true and correct. I further acknowledge that any untruthful information could result in the certification being canceled.

I certify this on:

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* indicates a required field

The contractor must respond 'Yes' or 'No' to the following contractor certification topics:

1. **Outstanding liabilities certification***
2. **Debarment from public works certification***
3. **Public works contractor registration lapse certification***
4. **License certification***
5. **Penalty of perjury certification**
 - **Online user name***
 - **Title/Position with company***
 - **Company Name***

*Required information

Payment Method Tab – New and Renewal

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Payment Method

Step 6 of 6

The Public Works Contractor Registration Affidavit form has successfully been completed.

NOTE: Your registration will not be finalized until payment is processed.

Save or print a copy of your registration affidavit form.



PWCR Fee Payment Summary

Contractors acquiring a public works contractor registration number should pay any fees and/or penalties if applicable by credit card. **With credit card payment, contractors can expect a registration number within 24 hours.** Otherwise, any other form of payment will take up to eight weeks for verification of payment and may impact further fees and/or penalties.

Description	Amount	Choose Payment	
Registration Fee	\$300.00	<input type="radio"/> Credit Card / ACH	<input type="button" value="Submit"/>
Penalty Fee	\$2,000.00	<input type="radio"/> CHECK	
Total	\$2,300.00		

Public Works Contractor Registration Fee Refund Policy
 In accordance with Labor code section 1725.5 this fee is nonrefundable.

The registration fee can be paid by credit card/ACH or check. The contractor must select the payment type for the PWCR registration fee of \$300. Any unregistered contractor submitting a bid after March 1st, 2015, or who was awarded a Public Works project after April 1st 2015, is subject to a \$2,000 penalty. The penalty must be paid in addition to the registration fee.

Payment type selection is mandatory*

1. Credit Card/ACH
2. Check