Public Works Online Contractor Registration Affidavit Questions

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/ActionServlet?action=displayPWCRegistrationForm

Contractor Information Tab

1. **Contractor Legal Name**
2. **Contractor Legal Entity** - 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**

Legal Entity Tab

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**

*= Mandatory form fields.
Sole Proprietor legal entity form field(s)

1. **Sole Proprietor Name***

General Partnership legal entity form field(s)

1. **Partner Name*** – ‘Add Another’ and ‘Remove’ feature entry of multiple names

Limited Liability Company legal entity form field(s)

1. **Corporation Number**
2. **Member Name*** – ‘Add Another’ and ‘Remove’ feature allows entry of multiple names
3. **Agent of Service*** – Enter the Agent of Service listed with the California Secretary of State
4. **Agent of Service Address***

* = Mandatory form fields.
Limited Partnership legal entity form field(s)

1. Corporation Number
2. General Partner Name* – ‘Add Another’ and ‘Remove’ feature allows entry of multiple names

Joint Venture legal entity form field(s)

Joint ventures are comprised of multiple legal entities thus based on the legal entity type selected for the contractor’s joint venture the form fields will duplicate those previously noted for: Corporation, Sole Proprietor, General Partnership, Limited Liability Company, and Limited Partnership.

At least two entities are mandatory for Joint Ventures

1. Legal Entity Name*
2. Legal Entity Types*

Workers Compensation Tab

1. Do you lease employees through 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 must match Contractor Legal name.**
  - Insurance Carrier
  - Policy Number
  - Inception/Expiration Date
- **Exempt from workers’ compensation insurance**
  - Select reason from list

* = Mandatory form fields. ** = If you are a sole proprietor, your contractor legal name is your full name.
Contractor Certification Tab

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 must match contractor legal name. If you are a sole proprietor, your contractor legal name is your full name.

Payment Method Tab

The registration fee can be made via credit card, ACH, or Check thus the contractor must select the payment type for the PWCR registration fee of $300.00

Payment type selection is mandatory

1. **Credit Card/ACH**
2. **Check**

The system will provide a number after you have submitted payment. This is the contractor registration number that you will use to submit bids. Please keep for future reference.

*= Mandatory form fields