

## **Public Works & Prevailing Wage Contractor Registration (PWCR)**

In an effort to streamline the registration process, we have made improvements to our online registration system. These changes should make the process easier for businesses to meet registration requirements. Please check out the links and screen shots below to familiarize yourself with some of the changes that have been made. We anticipate calls from the public regarding these changes. For any questions and concerns, staff can refer callers to our public works e-mail address – [publicworks@dir.ca.gov](mailto:publicworks@dir.ca.gov).

URL to website information: <https://www.dir.ca.gov/Public-Works/PublicWorks.html> (website to be updated)

URL to Online Application: <https://cadir.my.site.com/registrations/s/login/> (website to be updated)

URL to PWCR Search: <https://cadir.my.salesforce-sites.com/ContractorSearch> (website to be updated)

### **CREATING ACCOUNT**

1. **All registrants, whether new or renewing, will need to create a new account to login.** Registrants who are renewing will be able to link their information to a new account, but they must create an account first. Users can create an online account by clicking hyperlink **<New User>**.

State of California  
**Department Of Industrial Relations**

**DIR** State of California  
EST. 1927 Department of Industrial Relations

Username

Password

Log In

[Forgot your password?](#) [New User](#)

- To create an account, registrants must complete the "Create an Account" form. **The fields marked with an asterisk "\*" are required.** Required Fields below: First and Last Name, Email, Password. Once all information has been filled out, you will have to click the box on the bottom right hand side to verify "I'm not a robot". Then finally, click **<Submit>**.

**Create Account**

First Name\*  Middle Name  Last Name\*

Email\*  Confirm Email\*  Cell Phone Number

I'm not a robot  [Privacy](#) [Terms](#)

**Submit**

- To update information on an account, go to the top right-hand corner and click on your account name. A drop-down box will appear and once it does, click **<My Profile>**.

State of California  
**Department Of Industrial Relations**

My Registration Dashboard John wick

[Department of Industrial Relations \(DIR\)](#)

**My Dashboard**

Select a Registration Type

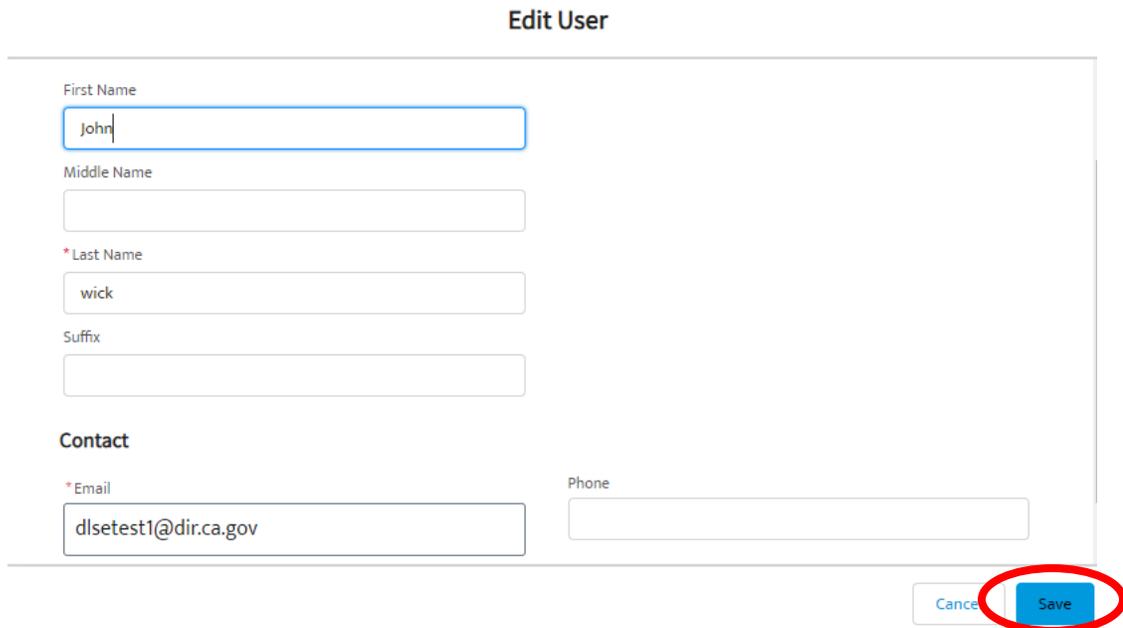
Instructions:

- Home
- My Profile**
- Logout

- On the Profile section you can update any field once you click **<Edit>**. If you have a new email, you will need to create a new account. Again, you cannot update your email address.



- On the Edit User screen, you can update your information. Once you are complete click on **<Save>**.



- If you choose to change your password, logout to the login screen and use the "Forgot your password?".



7. On Password Reset screen, enter your username and click **<Reset Password>**.

State of California  
Department Of Industrial Relations

### PASSWORD RESET

To reset your password, we'll need your username. Your username is the email address that you used to create your account. We'll send password reset instructions to the email address associated with your account.

**Reset Password**  
Cancel

## **LINKING EXISTING REGISTRATION**

1. An account must be created before linking to a registration. If an account has not been created, please refer to the “Creating Account” section.
2. Once the account is created, registrants will automatically be logged in and directed to the “My Dashboard” screen where they can link to an existing registration or create a new registration.
3. If a user has an existing registration with DLSE, they can click the **<Link Existing Registration>** button to transfer over their previous registration information from the legacy system to the new online registration system or link a current registration.
  - a. PLEASE NOTE: if you are doing a Public Works & Prevailing Wage registration that the last bullet point only pertains to Car Wash.

State of California  
Department Of Industrial Relations

My Registration Dashboard John wick

Department of Industrial Relations (DIR)

### My Dashboard

Select a Registration Type  **Link Existing Registration**

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted","Payment Pending", "In Review", "Expired", "Resubmitted" or "Renewed".
- To renew an application, click **Renew** Link will be available 90-days (**60-days for Entertainment Work Permit, 60-days for Public Works & Prevailing Wage Contractor Registration**) before the license expiration date, until the expire date.
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

4. Registrants must enter the License Registration Number, Mailing City (indicated on their previous registration), and Registration Type which would be “Public Works & Prevailing Wage”. Your License Registration Number for
- a. Legacy Registration does NOT need the prefix **ONLY the 10-digits** (e.g., 1000058007)

[Department of Industrial Relations \(DIR\)](#) | My Registrations | Link Registration

## Link Existing Registration

To access your current registration, enter the information below and click search to find and link. Once linked, you can modify your account information, or process renewals. This includes renewal applicants renewing an existing registration.

|                                    |                                                                                   |                                                                                                                                         |
|------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>License Registration Number</b> | <input type="text" value="1000058007"/>                                           | Enter complete registration, license, permit, or certificate number (e.g., CW-LR-000008582, CW000123456, PW-LR-1000000001, 1000002166). |
| <b>Mailing City</b>                | <input type="text" value="santa cruz"/>                                           | Mailing City must match the mailing city on your current registration, license, permit, or certificate. This field is case sensitive.   |
| <b>Registration Type</b>           | <input type="text" value="Public Works &amp; Prevailing Wage Contractor Regist"/> |                                                                                                                                         |

- b. New Registration must include the prefix “PW-LR-” before the 10-digits registration numbers. (e.g., PW-LR-1001032751).

[Department of Industrial Relations \(DIR\)](#) | [My Registrations](#) | [Link Registration](#)

## Link Existing Registration

To access your current registration, enter the information below and click search to find and link. Once linked, you can modify your account information, or process renewals. This includes renewal applicants renewing an existing registration.

**License Registration Number**   
Enter complete registration, license, permit, or certificate number (e.g., CW-LR-000008582, CW000123456, PW-LR-1000000001, 1000002166).

**Mailing City**   
Mailing City must match the mailing city on your current registration, license, permit, or certificate. This field is case sensitive.

**Registration Type**

- c. Next, click <Search> to get the results.

5. If there is a current registration application that matches the information entered, the search results will display with a “Link” button. Click <Link> to link the application to the legacy system account.

Click the "Link" button to transfer this registration to your new account.

| Legal Entity Name       | License Registration Number | Action                              |
|-------------------------|-----------------------------|-------------------------------------|
| Public Works Contractor | PW-LR-000025793             | <input type="button" value="Link"/> |

Showing 1 to 1 of 1 entries

6. Once the registration application is linked to the user’s account, you will be redirected to the “My Dashboard” screen and you will be able to renew the application. In order to renew, the date you are registering must be 60-days or less from the registration expiration date (“Renew” link will be located in the “Registration #” column).

## My Dashboard

Select One...

New

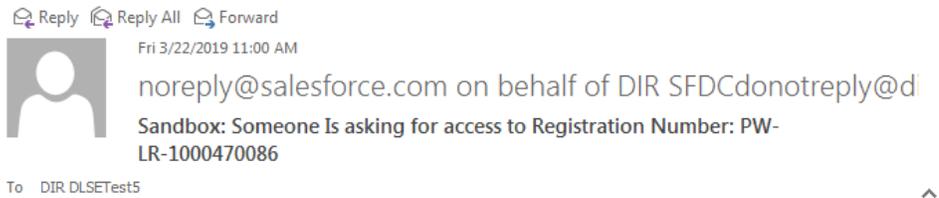
Link Existing Registration

### Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "PaymentPending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

| Actions | Business Name         | Registration #                                                      | Registration Type | Submitted Date | Status  | Effective Date | Expiration Date | Payment Status        | Balance Due | Exam Status |
|---------|-----------------------|---------------------------------------------------------------------|-------------------|----------------|---------|----------------|-----------------|-----------------------|-------------|-------------|
|         | Contractor Legal Name | PW-LR-1000470086<br><a href="#">Update</a><br><a href="#">Renew</a> | Public Works      | 02/08/19       | Expired | 07/01/17       | 06/30/18        | Paid / No Balance Due | 0.00        |             |

7. Other account users may link to an active registration as well. An email will be sent to the business email requesting access to the Registration Number.



You have been requested to grant access to Registration Number: PW-LR-1000470086

Please Follow link below to approve access:

[http://uat-cadir.cs32.force.com/AccessApproval/vipform\\_VIP\\_FormWizard?id=a02r0000001sE8s](http://uat-cadir.cs32.force.com/AccessApproval/vipform_VIP_FormWizard?id=a02r0000001sE8s)

8. It will be up to whomever accesses the business email to grant permission by clicking on the link, completing the "Access Request" section, and then submit.

 Department of Industrial Relations  
STATE OF CALIFORNIA

### ACCESS REQUEST

Registration Number  
PW-LR-1000470086

Approved?  
--None--

Approved By

Date Approved  
mm/dd/yyyy

You must complete all information to submit and grant access to the registration.

## NEW CONTRACTOR REGISTRATION

1. An account must be created before creating a new registration. If an account has not been created, please refer to "Creating Account" section. If you already created a contractor registration in the past, go to "Link Existing Registration".

- To start a new registration, select “Public Works & Prevailing Wage Contractor Registration” from the dropdown menu and click <New>.

## My Registration Dashboard

[Department of Industrial Relations \(DIR\)](#)

### My Dashboard

Public Works & Prevailing Wage Contractor Regis

New

Link Existing Registration

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.

- If the system finds active registration(s) associated with your account, a pop-up message will appear. If you understand the terms and would like to continue, select “Yes”.

An active registration linked to your account has been found.

You may be creating a duplicate registration. If you continue, fees will be required and refunds are not permitted. Do you want to proceed?

No Yes

4. Complete the “Contractor Information” screen. **The fields marked with an asterisk “\*” are required.** Each Contractor Legal Entity Type (Corporation, Limited Liability Company, Sole Proprietor, Limited Partnerships, Joint Venture, and General Partnership) will have specific requirements. After you complete the required fields, click **<Next>** to continue to the next page.

Public Works & Prevailing Wage Contractor Registration

John Wick

In Progress

Contractor Information

Save & Exit Delete & Exit Save

\* indicates a required field

Contractor Information

\* Contractor Legal Name Business Email

Please enter name registered with CA Secretary of State. For Sole Proprietor enter full legal name. This is a required field if you are submitting online.

\* Contractor Legal Entity

--None--

CSLB and/or Professional License Number(s)

\* Is a CSLB and/or Professional License Number Required?

--None--

Contractor Trade Name or Doing Business As (DBA)

Add Trade Name/DBA

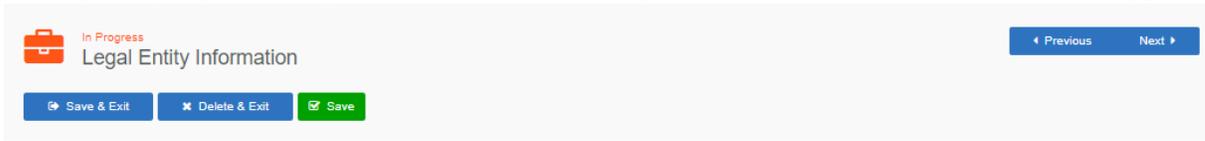
| Action | Trade Name or DBA | Active |
|--------|-------------------|--------|
|--------|-------------------|--------|

Save & Exit Delete & Exit Save

Next >

- a. Be aware that if you click “Delete & Exit” button, the progress of your registration will be deleted and you will have to start over from the beginning if you did not go to the very end and submit the registration.

5. Legal Entity Information has specific requirements for each the Legal Entity Type (Corporation, Limited Liability Company, Sole Proprietor, Limited Partnerships, Joint Venture, and General Partnership).



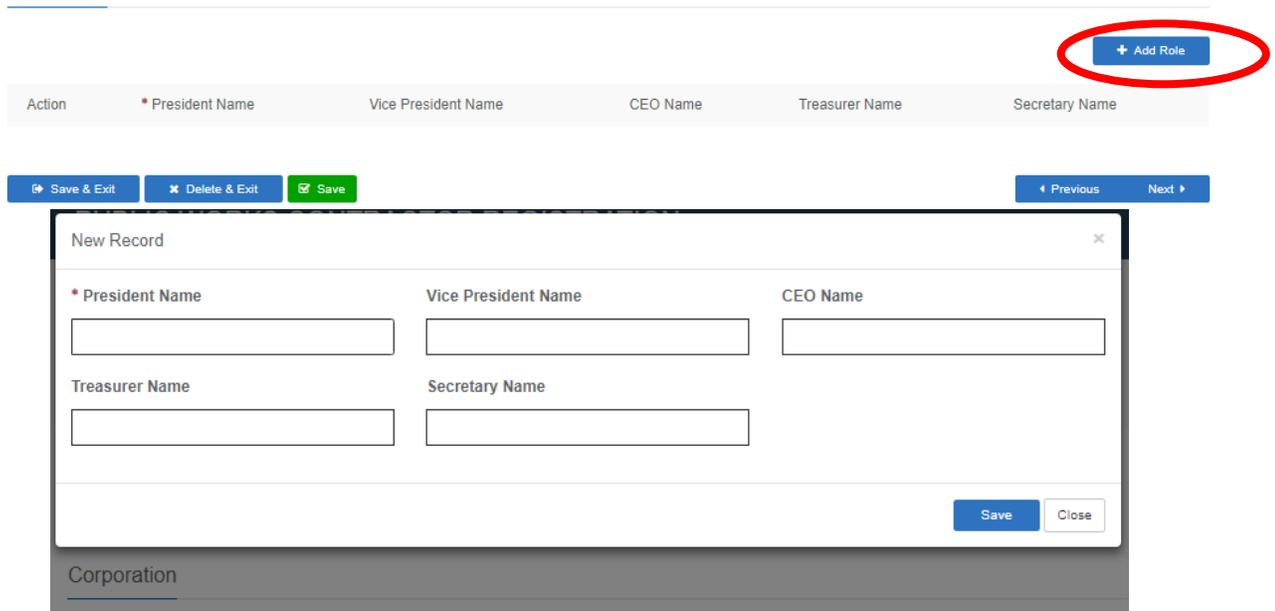
\* indicates a required field

a. Corporation

- i. Click **<+ Add Role>** button to add corporate information, President's name is required.

Use the +Add Role button under the Corporation section to add a President. This is required.

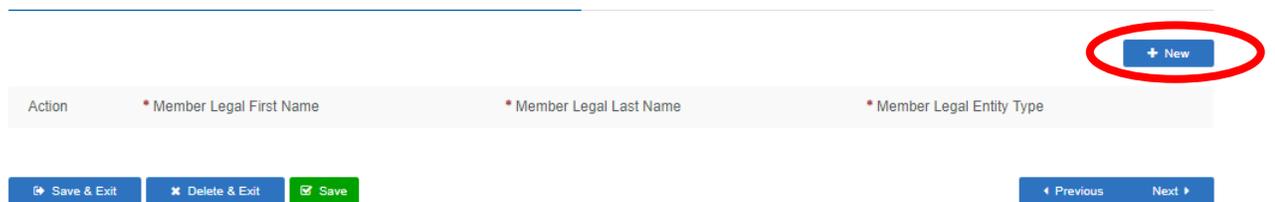
Corporation



b. Limited Liability Company (LLC)

- i. Click **<+ New>** button to add Member(s) Legal Name and Legal Entity Type.

Limited Liability Company Member Names (At Least One Required)



c. Sole Proprietor

- i. Click **<+ New>** button to add Sole Proprietor's information.

Sole Proprietor

d. Limited Liability Partnership / Limited Partnerships (LLP/LP)

- i. Click **<+ New>** button to add Partner(s) Legal Name and Legal Entity Type.

General Partner Names (At Least One Required)

\* indicates a required field

General Partner Names (At Least One Required)

e. Joint Venture

i. Click **<+ New>** button to add to Joint Venture Partner(s) Legal Name and Legal Entity Type.

ii. At least two Joint Venture Partner Names are required

\* indicates a required field

Joint Venture Partner Names (At Least Two Required)

The screenshot shows a web form titled "Joint Venture Partner Names (At Least Two Required)". At the top right, a blue button with a plus sign and the text "+ New" is circled in red. Below the title is a table header with columns: "Action", "\* Joint Venture Partner Legal Name", and "\* Joint Venture Partner Legal Entity Type". Below the header are three buttons: "Save & Exit", "Delete & Exit", and "Save". To the right are "Previous" and "Next" navigation buttons. A modal window titled "New Record" is open, showing two input fields: "\* Joint Venture Partner Legal Name" (a text box) and "\* Joint Venture Partner Legal Entity Type" (a dropdown menu with "--None--" selected). At the bottom of the modal are "Save" and "Close" buttons. A note at the bottom of the modal states "\* indicates a required field".

f. General Partnership

i. Click **<+ New>** button to add to Partner(s) Legal Name and Legal Entity Type.

\* indicates a required field

Partner Names (At Least Two Required)

The screenshot shows a web form titled "Partner Names (At Least Two Required)". At the top right, a blue button with a plus sign and the text "+ New" is circled in red. Below the title is a table header with columns: "Action", "\* Partner Legal Name", and "\* Partner Legal Entity Type". Below the header are three buttons: "Save & Exit", "Delete & Exit", and "Save". To the right are "Previous" and "Next" navigation buttons. A modal window titled "New Record" is open, showing two input fields: "\* Partner Legal Name" (a text box) and "\* Partner Legal Entity Type" (a dropdown menu with "--None--" selected). At the bottom of the modal are "Save" and "Close" buttons. A note at the bottom of the modal states "\* indicates a required field".

6. Agent for Service

a. This selection may NOT apply to all Entity Type. Agent for Service is required for the following Entity Types: Corporation, LLC, and LLP/LP.

b. All fields with an asterisk "\*" must be completed, click **<Next>** to continue to the next page.

[Save & Exit](#) [Delete & Exit](#) [Save](#)

### Agent of Service

[+ Add Agent](#)

Action \* Agent of Service Name \* Street Address \* Mailing City / Province \* Mailing State \* Mailing Postal Code ⓘ

The agent of service is the person or legal entity that will be notified if the business is named in a lawsuit. The agent of service is on record with the California Secretary of State.

[Save & Exit](#) [Delete & Exit](#) [Save](#)

[Previous](#) [Next](#)

New Record ✕

|                                 |                       |                           |
|---------------------------------|-----------------------|---------------------------|
| * Agent of Service Name         | * Street Address      | * Mailing City / Province |
| <input type="text"/>            | <input type="text"/>  | <input type="text"/>      |
| * Mailing State                 | * Mailing Postal Code |                           |
| <input type="text" value="CA"/> | <input type="text"/>  |                           |

[Save](#) [Close](#)

## 7. Contractor Address

- a. All fields with an asterisk "\*" must be completed, click <Next> to continue to the next page.

 In Progress  
Contractor Address

[Save & Exit](#) [Delete & Exit](#) [Save](#)

\* indicates a required field

Contractor Physical Address

\* Street Address  County

\* City  \* State

\* Zip Code  \* Country

Mailing Address Same as Physical

Contractor Mailing Address

\* Street Address  County

\* City  \* State

\* Zip Code  \* Country

[Save & Exit](#) [Delete & Exit](#) [Save](#) [Previous](#) [Next](#)

## 8. Crafts or Classification

- a. Please select at least one craft or classification that your company performs, click <Next> to continue.

 In Progress  
Crafts

Please select at least 1 craft

|                                                                 |                                                 |                                                   |                                                      |
|-----------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Asbestos                               | <input type="checkbox"/> Boilermaker-Blacksmith | <input type="checkbox"/> Bricklayer/Brick Tender  | <input type="checkbox"/> Carpenter                   |
| <input type="checkbox"/> Carpet, Linoleum, Resilient Tile Layer | <input type="checkbox"/> Cement Mason           | <input type="checkbox"/> Consultant               | <input type="checkbox"/> Driver (On/Off Hauling)     |
| <input type="checkbox"/> Drywall Installer/Lather/Finisher      | <input type="checkbox"/> Electrical Utility     | <input type="checkbox"/> Electrician              | <input type="checkbox"/> Elevator Constructor        |
| <input type="checkbox"/> Field Surveyor                         | <input type="checkbox"/> General Building       | <input type="checkbox"/> General Engineering      | <input type="checkbox"/> Glazier                     |
| <input type="checkbox"/> Inspector/Field Soils, Material Tester | <input type="checkbox"/> Iron Worker            | <input type="checkbox"/> Laborer                  | <input type="checkbox"/> Landscape                   |
| <input type="checkbox"/> Marble Mason/Finisher                  | <input type="checkbox"/> Operating Engineer     | <input type="checkbox"/> Painter                  | <input type="checkbox"/> Parking/Highway/Improvement |
| <input type="checkbox"/> Plasterer/Tender                       | <input type="checkbox"/> Plumber                | <input type="checkbox"/> Roofing                  | <input type="checkbox"/> Sheet Metal Worker          |
| <input type="checkbox"/> Stator Rewinder                        | <input type="checkbox"/> Teamster               | <input type="checkbox"/> Terrazzo Worker/Finisher | <input type="checkbox"/> Tile Setter/Finisher        |
| <input type="checkbox"/> Water Well Driller                     |                                                 |                                                   |                                                      |

[Save & Exit](#) [Delete & Exit](#) [Save](#) [Previous](#) [Next](#)

## 9. Worker's Compensation

- a. All fields with an asterisk "\*" must be completed, click <Next> to continue.

**In Progress**  
Workers Compensation

Save & Exit Delete & Exit Save

\* indicates a required field

Workers Compensation

\* Do you lease employees through a Professional Employer Organization (PEO)?

--None--

A PEO is a firm that contracts with employers to provide services that include human resources, payroll and employee benefits.

Please provide your current workers' compensation insurance information below:

\* Workers' Compensation Selection

--None--

Save & Exit Delete & Exit Save Previous **Next**

## 9. Contractor Certification

- a. Contractor must answer the following questions with an asterisk "\*", click <Next> to continue.

**In Progress**  
Contractor Certification

Save & Exit Delete & Exit Save Previous Next

\* indicates a required field

Contractor Certification

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.

--None--

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.

--None--

CSLB Certification

\* I certify that one of the following is true: (1) I am licensed by the Contractors State License Board (CSLB) in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code; or (2) my business or trade is not subject to licensing by the CSLB.

--None--

\* I understand refunds are not authorized.

--None--

Save & Exit Delete & Exit Save Previous **Next**

## 10. Lapse in Registration

- a. Contractor must answer the following question with an asterisk “\*”, click <Next> to continue.

**In Progress**  
Lapse in Registration

[Save & Exit](#) [Delete & Exit](#) [Save](#)

California law requires all contractors to register with DIR prior to bidding, being listed on a bid proposal, being awarded or engaging in the performance of any Public Works & Prevailing Wage Contract on or after January 1, 2018. Have you ever bid, been listed on a bid proposal, been awarded or worked on a Public Works & Prevailing Wage project without first registering with DIR between the period below?

From: January 1, 2018 To: June 20, 2023

\* Lapse in Registration  
--None--

At the end of the registration process, you must certify that the information provided is true and accurate. If during an investigation, the information provided is found to be incorrect, a citation may be issued, or you could be disqualified from future registrations, or both.

[Save & Exit](#) [Delete & Exit](#) [Save](#) [Previous](#) [Next](#)

## 11. Registration Effective Date and Registration Periods

- a. Contractor chooses their effective date (eg. Today, July 1).
- b. Contractors can register up to three fiscal years at a time and can select any increments. (eg. 1 year, 2 years, or 3 years), click <Next> to continue.

**Completed**  
Registration Period

[Save & Exit](#) [Delete & Exit](#) [Save](#)

1. Registration valid - July 1, 2023 - June 30, 2024 (\$400)  
2. Registration valid - July 1, 2023 - June 30, 2025 (\$900)  
3. Registration valid - July 1, 2023 - June 30, 2026 (\$1,200)

| Effective Date | Expiration Date |
|----------------|-----------------|
| 7/1/2023       | 6/30/2024       |

Registration Effective Date

\* Registration Effective Date  
July 1  
If you select July 1, your registration will become active the following registration period.

Registration Period

\* Registration Period(s)  
1  
You can register for one, two, or three registration periods.

Registration Fees Due

Registration Fees  
\$400.00

[Save & Exit](#) [Delete & Exit](#) [Save](#) [Previous](#) [Next](#)

## 12. Penalty of Perjury

- a. All fields with an asterisk "\*" must be completed, click **<Next>** to continue.

**In Progress**  
Penalty of Perjury

Save & Exit Delete & Exit Save Previous Next

### Penalty of Perjury

Carefully review all content entered into the application. You may edit your information by clicking on each section heading in the top navigation menu.

You are required to provide your full name, title, and agreement under penalty of perjury that all information entered is true and correct.

\* First Name Middle Name \* Last Name

\* Title/Company Position

I certify that I have the authority to act for and on behalf of the contractor named in this registration. I certify under penalty of perjury that all of the information provided is true and correct. I further acknowledge that any untruthful information provided in this application could result in the registration being canceled.\*

Save & Exit Delete & Exit Save Previous **Next**

## 13. Penalty of Perjury Statement

- a. Penalty of Perjury Statement will appear, review the statement if you agree, choose "yes" on "Ready to Complete Payment" and click **<Next>** to continue.

**Completed**  
Penalty of Perjury Statement

Save & Exit Delete & Exit Save

### Penalty of Perjury

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

Date  
9/20/2023

\* Ready to Complete Payment?  
Yes

Registrations will not be active unless payment has been paid in full. Following the submission you will be able to immediately pay your fees due. If this is not complete within 7 days you will be required to enter all information again.

Save & Exit Delete & Exit Save Previous **Next**

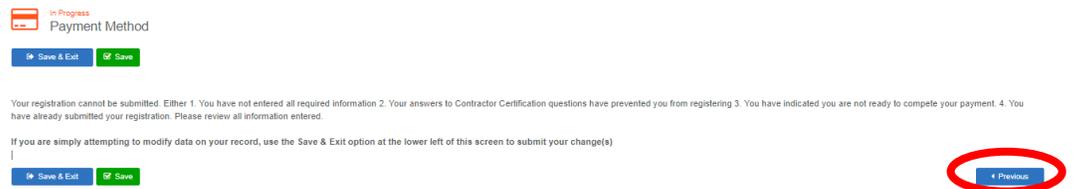
## 14. Payment Method

- a. Each selection (Contractor Information, Legal Entity Information, Agent for Service, Contractor Address, Crafts, Workers Compensation, Contractor Certification, Lapse in Registration, Registration Periods, Penalty of Perjury, and Penalty of Perjury Statement) with an asterisk "\*" fields must be completely filled out in order for you to be able to click the "Submit" button.

- b. If you received the following message:

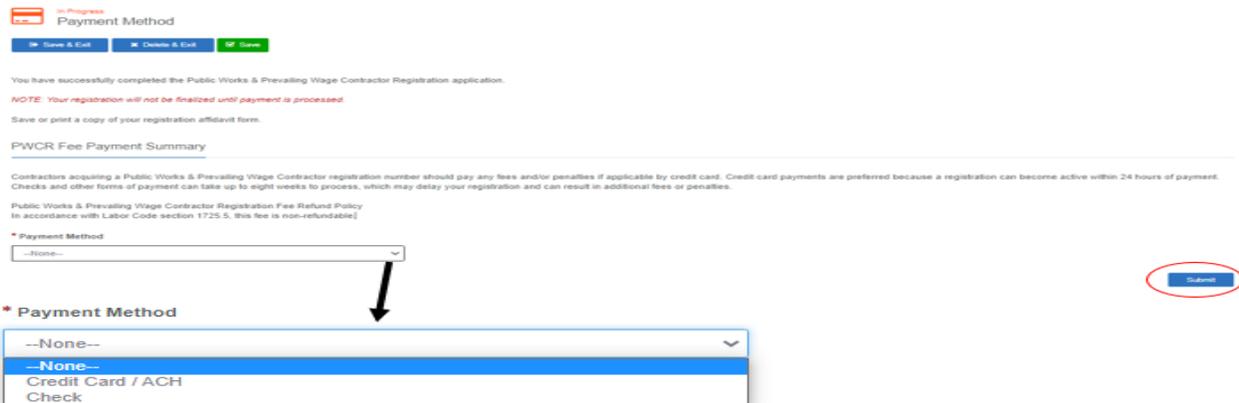
*"Your registration cannot be submitted. Either 1. You have not entered all required information 2. Your answers to Contractor Certification questions have prevented you from registering 3. You have indicated you are not ready to complete your payment. 4. You have already submitted your registration. Please review all information entered."*

You must go through the previous pages and review the required fields.



- c. If the system accepts the online registration, you can complete the registration process by making payment by either check/ACH or credit card for registration submitted online. Please Note, there is no online payment method available to those who submit a paper application. Paper applications must mail their registration along with a cashier's check or money order made **payable to Division of Labor Standards Enforcement to the address: PO Box 511215, Los Angeles, CA 90051-3013**. Please include the contractor registration number on the check.

- i. All fields with an asterisk "\*" must be completed, click **<Submit>** to continue.



15. After the registration has been submitted, click **<Return to home>** to get to the “My Dashboard” screen to continue with payment.

Thank you for submitting your registration. You must now pay all required fees for the registration to become active. From the home screen (My Dashboard), under the Registration # click on “Pay Now” for the registration you need to pay.

Registration Effective Date: 07/01/23  
 Number of Years: 1  
 Expiration Date: 06/30/24



## CREDIT CARD PAYMENT

- a. On “My Dashboard” click **<Pay Now>** for to pay for registration.

[Department of Industrial Relations \(DIR\)](#)

### My Dashboard

Select a Registration Type

#### Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is “Submitted”, “Payment Pending”, “In Review”, “Expired”, “Resubmitted” or “Renewed”.
- To renew an application, click **Renew Link** will be available 90-days (60-days for Entertainment Work Permit, 60-days for Public Works & Prevailing Wage Contractor Registration) before the license expiration date, until the expire date.
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

#### Status Definitions

[Reload page](#)

| Actions                                   | Business Name / Individual Person | Registration #                 | Registration Type                                      | Submitted Date | Status          | Effective Date | Expiration Date | Payment Status | Balance Due | Exam Passed Date | Registration Duration |
|-------------------------------------------|-----------------------------------|--------------------------------|--------------------------------------------------------|----------------|-----------------|----------------|-----------------|----------------|-------------|------------------|-----------------------|
|                                           |                                   | PWLR-1001038804 Update         | Public Works & Prevailing Wage Contractor Registration |                | Incomplete      |                |                 |                | 0.00        |                  |                       |
|                                           |                                   | PWLR-1001038803 Update         | Public Works & Prevailing Wage Contractor Registration |                | Incomplete      |                |                 |                | 0.00        |                  |                       |
| <a href="#">Email Application Summary</a> | John Wick PW Bill                 | PWLR-1001038861 <b>Pay Now</b> | Public Works & Prevailing Wage Contractor Registration |                | Pending Payment | 07/01/23       | 06/30/24        | Not Paid       | 400.00      |                  |                       |

- b. Click on **<Enter Payment Info>** to input Credit Card information.

### Select Payment

Total amount due: **\$400.00**

#### Itemized fees:

Fees and Penalties are non-refundable.  
 Contractor Registration Fee(s). Year(s) x  
 \$400.00. **\$400.00**

Payment Type



c. Submit Payment – Pay Credit

- i. The system accepts VISA, Mastercard, American Express or Discover.
- ii. All fields with an asterisk "\*" must be completed, click <Next> to continue.

Submit Payment - Pay Credit

**Payment Method**  
Credit Card ▼

**Card Type\***  
--None-- ▼

**Card Number\***

**Security Code\***

**Expiration Month\***

**Expiration Year\***

**First Name\***

**Last Name\***

**Phone\***

**Email\***  
pwtesthb@gmail.com

**Company**

**Address\***

**Address Line 2**

**City\***  **State\*** --None-- ▼ **ZIP\***

**Country\***  
United States ▼

d. Confirm & Submit Pay Credit

- i. Review information, if accurate click **<Confirm & Submit Payment>** to finalize the registration process.

Confirm & Submit Pay Credit

Total Amount Due  
\$400.00

Card Number  
\*\*\*\*\*1111

Security Code  
\*\*\*

Expiration Date  
\*\*\*\*\*

Name

CC Last

Phone

(916) 263-1811

Email

[pwtesthb@gmail.com](mailto:pwtesthb@gmail.com)

Company

Address

1515 Clay Street

Address Line 2

City

Sacramento

State

California

Postal Code

95825

Country

United States

[Back](#) [Cancel Payment](#)

[Confirm & Submit Payment](#)

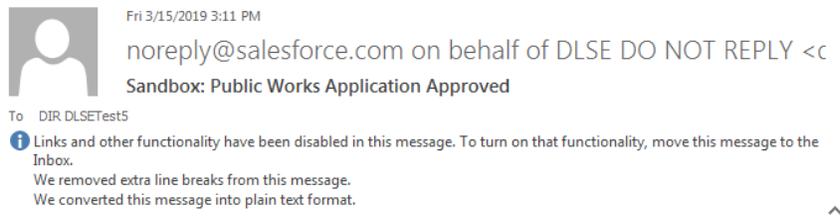
This transaction may take up to 1 minute to process. Please be patient.

16. CHECK / ACH PAYMENT

- a. If you select Check/ACH, then then a copy of your registration will be emailed to you after your submission. Please include a copy of your registration along with the check payment and mail to the following address:

State of California, Department of Industrial Relations  
Public Works Contractor Registration Unit,  
P.O. Box 511215, Los Angeles, California 90051-3013.

- b. Your registration will not be active until the payment has been received and processed. This may take up to 8 weeks.

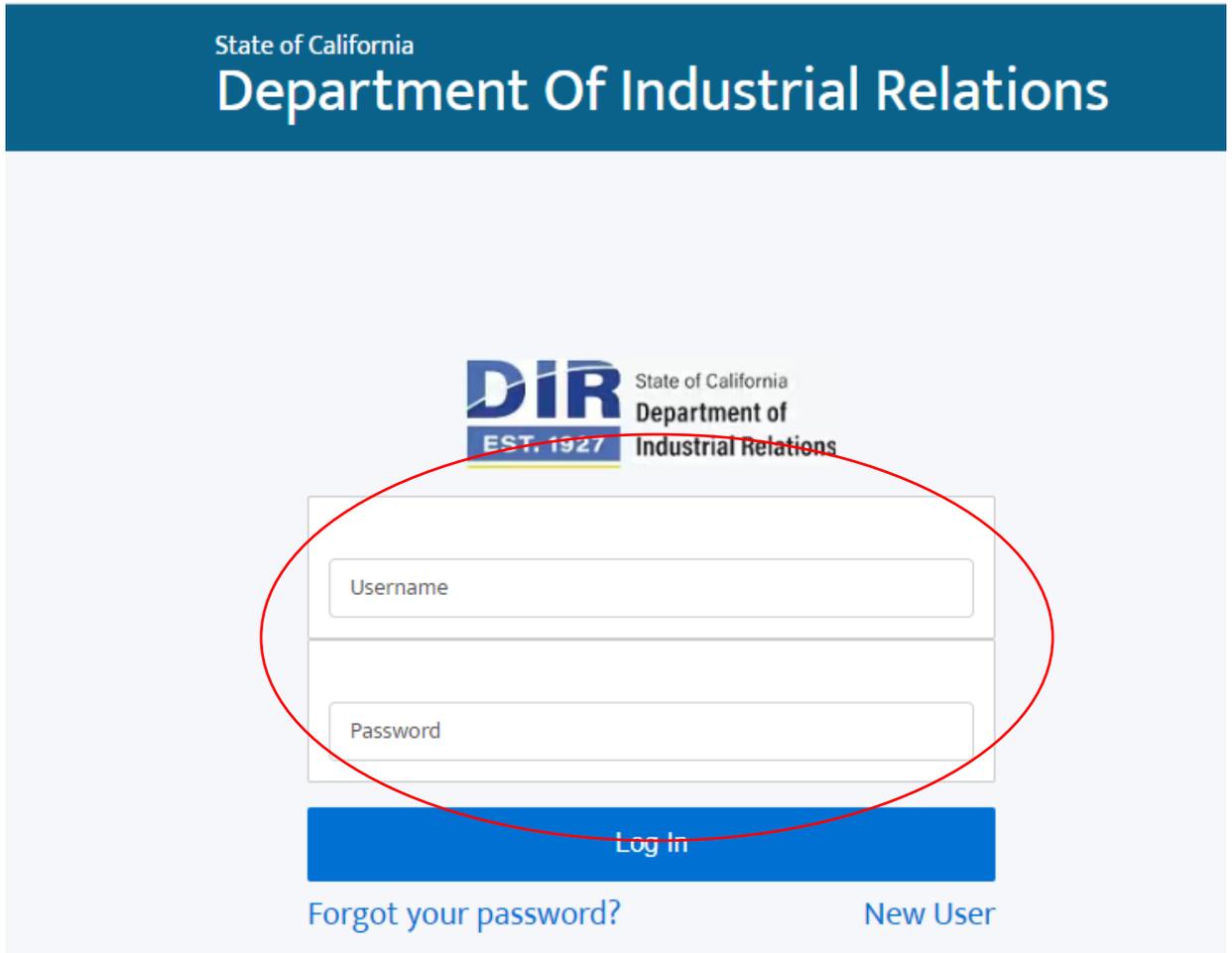


Thank you for registering with for Public Works projects.  
Attached is the affidavit of your registration. Please keep a copy for your records. In addition, an email has been sent with a receipt of your payment.  
Registration Effective: March 15, 2019  
Registration Ends: June 30, 2021  
For questions regarding the Public Works responsibilities, please visit our website:  
<https://www.PW.ca.gov/Public-Works/PublicWorks.html>

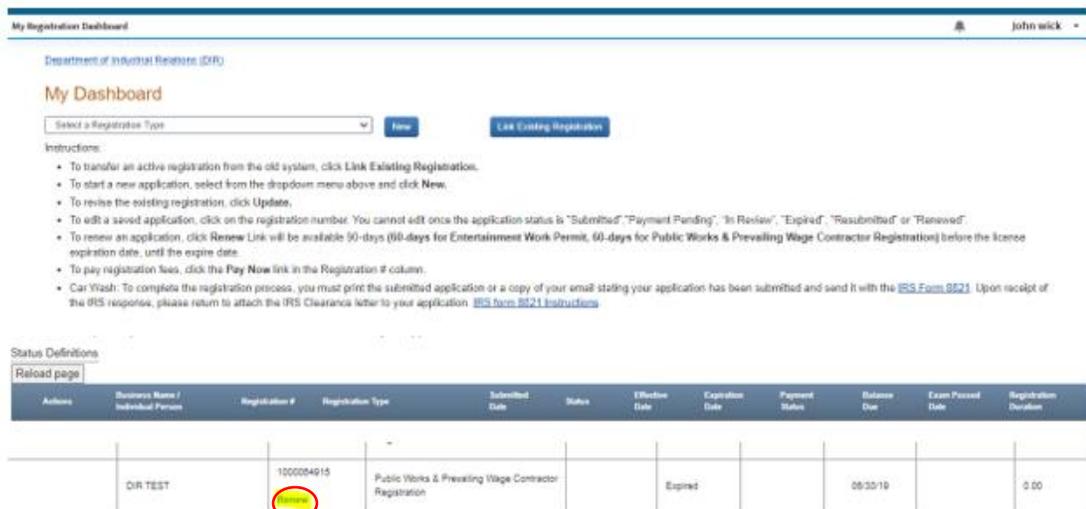
Sincerely,  
Public Works Unit  
Division of Labor Standards Enforcement Department of Industrial Relations State of California  
<[http://cadir--UAT.cs32.my.salesforce.com/servlet/servlet.ImageServer?  
oid=00Dr00000001L0R&esid=018r0000000hHEX](http://cadir--UAT.cs32.my.salesforce.com/servlet/servlet.ImageServer?oid=00Dr00000001L0R&esid=018r0000000hHEX)>

## RENEWING A REGISTRATION

1. To renew, login to account.



2. Once you login, you will be directed to “My Dashboard” and there will be a green “Renew” button if renewal is available. Click **<Renew>** to start the renewal process.

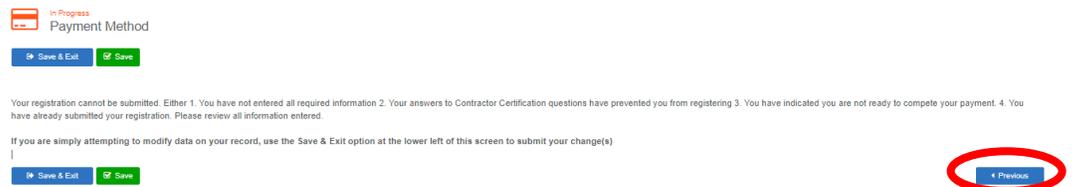


For the renewal registration, please review all information that auto generates from the prior year registration and updated required fields.

- a. Please Note: To make changes to grammatical or spelling errors of your business name, you can email us [publicworks@dir.ca.gov](mailto:publicworks@dir.ca.gov)
  - b. However, you cannot change / edit your company name if it is a change in legal entity. You must create a new registration for any new legal entity and / or changes to your business name.
4. For clarification on legal name changes or additional questions, email [publicworks@dir.ca.gov](mailto:publicworks@dir.ca.gov).
5. Payment Method
- a. Each selection (Contractor Information, Legal Entity Information, Contractor Address, Craft, Worker’s Compensation, Contractor Certification, Lapse in Registration, Registration Periods, Penalty of Perjury, and Penalty of Perjury Statement) with an asterisk “\*” fields must be completely filled out to get the “Submit” button.

You must go through the previous pages and review the required fields if you received the following message:

*“Your registration cannot be submitted. Either 1. You have not entered all required information 2. Your answers to Contractor Certification questions have prevented you from registering 3. You have indicated you are not ready to complete your payment. 4. You have already submitted your registration. Please review all information entered.”*



If the system accepts the online registration, you can make payment by either via check/ACH or credit card for registrations submitted online. There is no online payment method available to those who submit a paper application. Paper applications must mail their registration along with a cashier’s check or money order made payable to Division of Labor Standards Enforcement.

- i. All fields with an asterisk “\*” must be completed, click **<Submit>** to continue.

6.

After registration has been submitted, click **<Return to home>** to get to “My Dashboard” to continue with payment.

Thank you for submitting your registration. Your Registration will not be active until you have paid all of the required fees.

Registration Effective Date: 07/01/19

Number of Years: 1

Expiration Date: 06/30/19

[Return to home](#)

## CREDIT CARD PAYMENT

- a. On “My Dashboard” click **<Pay Now>** for to pay for registration.

Department of Industrial Relations (DIR)

### My Dashboard

Select a Registration Type

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "Payment Pending", "In Review", "Expired", "Resubmitted" or "Renewed".
- To renew an application, click **Renew** Link will be available 90-days (60-days for Entertainment Work Permit, 60-days for Public Works & Prevailing Wage Contractor Registration) before the license expiration date, until the expire date.
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

Status Definitions

| Actions                                   | Business Name / Individual Person | Registration #                             | Registration Type                                      | Submitted Date | Status          | Effective Date | Expiration Date | Payment Status | Balance Due | Exam Passed Date | Registration Duration |
|-------------------------------------------|-----------------------------------|--------------------------------------------|--------------------------------------------------------|----------------|-----------------|----------------|-----------------|----------------|-------------|------------------|-----------------------|
|                                           |                                   | PWLR-1001038804<br><a href="#">Update</a>  | Public Works & Prevailing Wage Contractor Registration |                | Incomplete      |                |                 |                | 0.00        |                  |                       |
|                                           |                                   | PWLR-1001038803<br><a href="#">Update</a>  | Public Works & Prevailing Wage Contractor Registration |                | Incomplete      |                |                 |                | 0.00        |                  |                       |
| <a href="#">Email Application Summary</a> | John Wick PW Bill                 | PWLR-1001038804<br><a href="#">Pay Now</a> | Public Works & Prevailing Wage Contractor Registration |                | Pending Payment | 07/01/23       | 08/30/24        | Not Paid       | 400.00      |                  |                       |

- b. Click on **<Enter Payment Info>** to input Credit Card information.

### Select Payment

Total amount due: **\$400.00**

**Itemized fees:**

Fees and Penalties are non-refundable.  
Contractor Registration Fee(s). Year(s) x  
\$400.00. **\$400.00**

Payment Type

Credit Card

**Enter Payment Info**

Cancel / Exit

c. Submit Payment – Pay Credit

- i. The system accepts VISA, Mastercard, American Express or Discover.
- ii. All fields with an asterisk "\*" must be completed, click <Next> to continue.

Submit Payment - Pay Credit

**Payment Method**  
Credit Card ▼

**Card Type\***  
--None-- ▼

**Card Number\***

**Security Code\***

**Expiration Month\***

**Expiration Year\***

**First Name\***

**Last Name\***

**Phone\***

**Email\***  
pwtesthb@gmail.com

**Company**

**Address\***

**Address Line 2**

**City\***  **State\*** --None-- ▼ **ZIP\***

**Country\***  
United States ▼

d. Confirm & Submit Pay Credit

- i. Review information, if accurate click **<Confirm & Submit Payment>** to finalize the registration process.

Confirm & Submit Pay Credit

Total Amount Due  
\$400.00

Card Number  
\*\*\*\*\*1111

Security Code  
\*\*\*

Expiration Date  
\*\*\*\*\*

Name

CC Last

Phone

(916) 263-1811

Email

[pwtesthb@gmail.com](mailto:pwtesthb@gmail.com)

Company

Address

1515 Clay Street

Address Line 2

City

Sacramento

State

California

Postal Code

95825

Country

United States

[Back](#) [Cancel Payment](#)

[Confirm & Submit Payment](#)

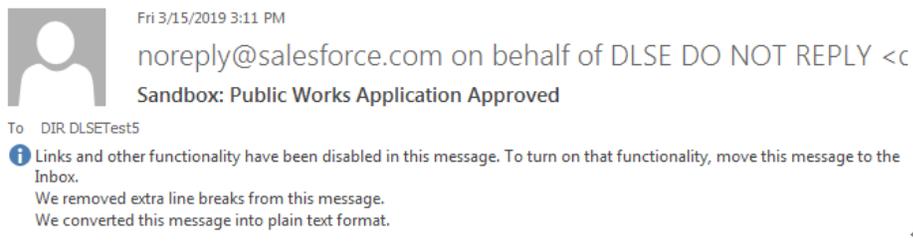
This transaction may take up to 1 minute to process. Please be patient.

7. CHECK / ACH PAYMENT

- a. If Check/ACH is selected then after submissions then a copy of your registration will be emailed. Please include a copy of your registration along with the check and mail to the following address:

State of California, Department of Industrial Relations  
Public Works Contractor Registration Unit,  
P.O. Box 511215, Los Angeles, California 90051-3013.

- b. Please note, your registration will not be active until the payment has been received and processed. This may take up to 8 weeks.



# PUBLIC WORKS & PREVAILING WAGE CONTRACTOR REGISTRATION SEARCH

URL to PWCR Search: <https://cadir.my.salesforce-sites.com/ContractorSearch> (website to be updated)

1. Search contractor registration by entering at least one criteria to display registered public works & Prevailing Wage contractor(s) matching your selections. Searchable criterias: Legal name, PWCR, CLSB #, DBA, Dates, County, and City. Click **<Search>** once a searchable criteria is inputted.
  - a. Craft filters can be added as long as there is at least one search criteria.
  - b. Search results will display all of the public works & prevailing wage contractor registrations, both current and expired.

## Public Works & Prevailing Wage Contractor Registration Search

Enter at least one criteria to display registered Public Works & Prevailing Wage contractor(s) matching your selections.

Note: Search results will display all of the Public Works & Prevailing Wage Contractor Registrations, both current and expired. Make sure a proper registration fiscal year is selected when performing a search.

The screenshot shows the search form with the following fields: Input Label, Legal name, CSLB number, DBA, Registration number, From Date (mm/dd/yyyy), To Date (mm/dd/yyyy), County, and City. The Search button is circled in red. Below the form, there are checkboxes for Crafts (Asbestos, Boilermaker-Blacksmith, Bricklayer/Brick Tender, Carpenter, Carpet, Linoleum, Resilient Tile Layer) and a Search Results section with buttons for Print PDF, Export, Add all to my list, and My List (0).

2. To view more information on the registration click on **<View Details>** and a new tab will open.

The screenshot shows the registration details for 'DIR Test'. The left sidebar lists various crafts with checkboxes. The main content area displays registration details: Registration Number (PW-LR-000025657), CSLB Number, Status (Active), Mailing Address (2031 Howe Ave Suite 100, sacramento, CA 90032), Craft (Boilermaker-Blacksmith; Bricklayer/Brick Tender; Carpenter; Carpet, Linoleum, Resilient Tile Layer; Cement Mason; Drywall Installer/Lather/Finisher), and Email (ptsan@dir.ca.gov). The DBA section shows Name (Test DBA) and Status (Active). The View Details button is circled in red.

3. To “Print PDF” or “Export” registration record must be added to “My List”. All registrations found can be added to my list or a single registration can be added by clicking **<Add all to my list>** or **<+ Add to My List>**.

Crafts (Select all that apply)

- Asbestos
- Boiler-maker-Blacksmith
- Bricklayer/Brick Tender
- Carpenter
- Carpet, Linoleum, Resilient Tile Layer
- Cement Mason
- Consultant
- Driver (On/Off Hauling)
- Drywall
- Installer/Lather/Finisher
- Electrical Utility
- Electrical Utility
- Electrician
- Elevator Constructor
- Field Surveyor
- General Building

Registrations  
Search Results: 3 found

Previous Next

Print PDF Export

Add all to my list My List (0)

View Details Add to My List

DIR Test

Detail:  
Registration Number: PW-LR-000025657  
CSLB Number:  
Status: Active  
Mailing Address: 2031 Howe Ave Suite 100, sacramento, CA 90032

Craft: Boiler-maker-Blacksmith;Bricklayer/Brick Tender;Carpenter;Carpet, Linoleum, Resilient Tile Layer;Cement Mason;Drywall Installer/Lather/Finisher

Email: ptsan@dir.ca.gov

DBA

Registration History

| Effective Date | Expiration Date |
|----------------|-----------------|
|                |                 |

| Name     | Status |
|----------|--------|
| Test DBA | Active |

4. Once there are registration records in “My List” click either <Print PDF> or <Export>. The “Export” will be in an MS Excel Worksheet.

Crafts (Select all that apply)

- Asbestos
- Boiler-maker-Blacksmith
- Bricklayer/Brick Tender
- Carpenter
- Carpet, Linoleum, Resilient Tile Layer
- Cement Mason
- Consultant
- Driver (On/Off Hauling)
- Drywall
- Installer/Lather/Finisher
- Electrical Utility
- Electrical Utility
- Electrician
- Elevator Constructor
- Field Surveyor
- General Building
- General Engineering
- Glazier
- Inspector/Field Soils,Material Tester
- Iron Worker
- Laborer
- Landscape
- Marble Mason/Finisher
- Operating Engineer
- Painter

Registrations  
Search Results: 3 found

Previous Next

Print PDF Export

Add all to my list My List (3)

View Details Remove from My List

DIR Test

Detail:  
Registration Number: PW-LR-000025657  
CSLB Number:  
Status: Active  
Mailing Address: 2031 Howe Ave Suite 100, sacramento, CA 90032

Craft: Boiler-maker-Blacksmith;Bricklayer/Brick Tender;Carpenter;Carpet, Linoleum, Resilient Tile Layer;Cement Mason;Drywall Installer/Lather/Finisher

Email: ptsan@dir.ca.gov

DBA

Registration History

| Effective Date | Expiration Date |
|----------------|-----------------|
|                |                 |

| Name     | Status |
|----------|--------|
| Test DBA | Active |

Term Options May 1 - July 1 - review

View Details Remove from My List

Detail:  
Registration Number: PW-LR-000025867  
CSLB Number:  
Status: Active  
Mailing Address: 2031 Howe Ave Suite 100, sacramento, CA 95825

Craft: Asbestos;Boiler-maker-Blacksmith;Bricklayer/Brick Tender;Carpenter;Carpet, Linoleum, Resilient Tile Layer;Cement Mason;Consultant;Driver (On/Off Hauling);Drywall Installer/Lather/Finisher;Electrical Utility;Electrical

Registration History

| Effective Date | Expiration Date |
|----------------|-----------------|
| 7/1/2019       | 6/30/2021       |

5. The URLs of the search results and details tab can be copy and that would save that particular search criteria fields.

If you encounter any error messages, please take a screen shot of the error and send to [publicworks@dir.ca.gov](mailto:publicworks@dir.ca.gov)