



Office of Information Services, ATTN: Cashiering Unit
Please mail request form and payment (Check or Money Order) to:
P. O. Box 989004, West Sacramento, CA 95798
Mail Quick Shipment Deliveries (e.g., overnight, priority) to:
ATTN: Cashiering Unit
1625 North Market Boulevard, Suite S100, Sacramento, CA 95834

P (916) 574-8150 F (916) 574-8603
http://www.dca.ca.gov/consumer/public_info/index.shtml

PUBLIC INFORMATION
MASTERFILE REQUEST FORM

Requestor Information: (Please always include email and/or fax contact information for Quick Shipment requests)
Name: Email Address:
Phone Number: Fax Number:
Email or Fax Confirmation: (Please check if requesting an email or fax confirming receipt of your request and payment.)
Shipping Information: (Please provide a mailing address for shipment.)
Name: Company:
Address:
City: State: Zip:
Phone Number: Check/MO Number: Amount: \$
Quick Shipment: (Paid for by Requestor. Enter vendor name, account # to be billed, and shipping priority method. Include vendor shipping label with request form; otherwise, order will be shipped via standard United States Mail. Not available to PO Boxes. Please provide the Public Information Unit with the tracking number and expected delivery date for incoming packages.)
Vendor: Account #: Priority Method:

The "Masterfile" contains information on current renewable licenses listed under the majority of the Department of Consumer Affairs (DCA) Boards/Bureaus/Committees/Programs (hereafter referred to as "Agencies") throughout California, for resident and non-resident licensees. It is sorted by Agency code, then license type, then license number and includes the licensee's full business or individual name, full address, city code, county code, license type, original issue date, expiration date, process date, and Agency code. Some class codes (a further distinction within a license type identifying what trade or profession is licensed) are also included for certain Agencies. The Masterfile contains over 2 million records for over 150 professional license types and is produced on the first business day of every month. Requests received after this day will be processed the first business day of the following month. For information on monthly subscriptions, please contact the Public Information Unit.

The "Masterfile" is available on two Compact Discs (CD) only, in ASCII text format, and can be imported into database or spreadsheet formats. The cost for the two CD set is \$235.00. The turn around time is four to six weeks from the day the Public Information Unit receives the request, with full payment. Please refer to the "Information and Rates" memo for more information.

The Masterfile includes the following Agencies:

- Boards: Pharmacy, Physical Therapy, Podiatry, Psychiatric Technicians, Psychology, Registered Nursing, Respiratory Care, Speech-Language Pathology and Audiology, Structural Pest Control, Veterinary, Vocational Nursing, Funeral, Hearing Aid Dispensers, Home Furnishings and Thermal Insulation, Security and Investigative Services
Committees: Dental Auxiliaries, Landscape Architects, Physician Assistant, Veterinary Technician
Programs: Midwives, Registered Dispensing Opticians
Bureaus: Cemetery, Electronic and Appliance Repair

This box must be checked for license numbers to be included in the data.

DCA USE ONLY COST COUNT DATE SENT