



## HOW TO SEARCH FOR DIR REGISTERED CONTRACTORS A GUIDE FOR DISTRICT AND CAMPUS USERS

### TO SEARCH FOR DIR REGISTERED CONTRACTORS

- 1) Open the California Industrial Relations – Home Page ([www.dir.ca.gov](http://www.dir.ca.gov))
- 2) Click on Public Works Project;
- 3) Under “Contractor Registration” click on “Searchable Database”;
- 4) Form “PUBLIC WORKS CONTRACTOR REGISTRATION SEARCH” will appear;
- 5) Registration Number: If you know the Registration Number enter the ten (10) digit number;
- 6) Contractor Legal Name: Contractor name must be their full legal name;
- 7) License Number: Enter the CSLB License Number;
- 8) Click on “Search”

### WHAT IF YOU TRIED STEPS 5, 6, 7 AND NONE OF THOSE WORK .....

Try this method:

- 1) At the Contractor Legal Name, type the Contractor’s name (one word only)  
Example: FIX (for Fix Painting Company)  
Click “Search”  
It will give you all registered contractors with the word “fix” on their legal name
- 2) If you are searching for registered contractors for B – General Building Contractor  
At the Contractor Legal Name,  
Type GENERAL  
Click on “Search”  
It will give you a list of contractors with the word “general” on their legal name

### DO THE SAME IF YOU ARE SIMPLY LOOKING FOR REGISTERED CONTRACTORS WITH SPECIALTY TRADES SUCH AS THE FOLLOWING:

ENGINEERING, PLUMBING, ELECTRIC, ELECTRICAL, PAINTING, MECHANICAL, HVAC, FLOORING,  
PAVING, ROOFING, GRADING, etc.

### OR SIMPLY TYPE THE FIRST WORD OF THE COMPANY’S LEGAL NAME .....

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If you still need clarifications, please contact Marie Hampton, Director of Purchasing

