



REQUEST FOR COPY OF INSPECTION OR COMPLETION REPORTS

Submit this form to our office by one of the following methods:

1. Email your request to wdosearches@dca.ca.gov
2. Complete form and mail to the address above
3. Complete form and fax to (916) 263-2469

Please print or type

Street Address:		Today's Date:	
City:	Zip Code:	Telephone No.: ()	
Requestor's Name:			
Requestor's Address:			
Requestor's Fax No.: ()		Requestor's Email Address:	
Please indicate how you would like the report(s) returned to you if records are found: Mail E-Mail Fax			
THE AREA BELOW IS FOR BOARD USE ONLY			
{ } Records Found { } No Records Found		County Code	
Completion Date		Initials	
<p>Please allow 10 business days after receipt in this office for processing. Pursuant to Business and Professions Code Section 8621, records can only be retrieved going back two years from today's date.</p>			

NOTICE ON COLLECTION OF PERSONAL INFORMATION

Collection and Use of Personal Information

The Structural Pest Control Board of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code Section 8610, California Code of Regulations Section 1936.1 and the Information Practices Act. The Structural Pest Control Board uses this information to identify and evaluate applicants for licensure, issue and renew licenses, enforce licensing standards set by law and regulation, update and maintain current licensee information, and for mailing purposes.

Mandatory Submission

Submission of the requested information is mandatory. The Structural Pest Control Board cannot consider your application for licensure or renewal unless you provide all of the requested information.

Access to Personal Information

You may review the records maintained by the Structural Pest Control Board that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information

We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another government agency as required by State or Federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information

For questions about this notice or access to your records, you may contact: The Structural Pest Control Board at 2005 Evergreen Street, Suite 1500, Sacramento, CA 95815, by phone at (916) 561-8704, or by email at pestboard@dca.ca.gov.