



## REQUEST FOR COPY OF INSPECTION OR COMPLETION REPORTS

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

1. Complete form and fax to 916/263-8115
2. Complete form and mail to the address above
3. Email your request to [wdosearches@dca.ca.gov](mailto:wdosearches@dca.ca.gov)

### 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:			
<input type="checkbox"/> Mail	<input type="checkbox"/> E-Mail	<input type="checkbox"/> Fax	
<b>THE AREA BELOW IS FOR BOARD USE ONLY</b>			
{ } Records Found	{ } No Records Found	County	County Code
Completion Date		Initials	

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.

## **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 the Information Practices Act. The Structural Pest Control Board uses this information principally to complete your request.

### **Mandatory Submission**

Submission of the form is not mandatory. Your request can be completed by submitting a written request in one of the manners as provided on the form, as long as all of the pertinent information is provided to complete your request.

### **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](mailto:pestboard@dca.ca.gov).

For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).