



STATE OF WASHINGTON

DEPARTMENT OF AGRICULTURE

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Obtaining and Using Inspection Control Numbers

General Information

All wood destroying organism (WDO) reports that are prepared in conjunction with the transfer, exchange, or refinance of any structure (termed complete WDO inspections) must have an Inspection Control Number (ICN) recorded on them. Realtors, mortgage lenders and the Washington State Department of Agriculture (WSDA) routinely look for the ICNs on WDO reports. Inspection reports lacking ICNs are invalid for real estate transactions.

Inspection reports must comply with the criteria outlined in the Rules Relating to Wood Destroying Organisms (WAC 16-228-2005 through 2060). The rules are available at WSDA's website or by calling WSDA toll free at (877) 301-4555.

Only individuals who are licensed with the WSDA as Structural Pest Inspectors, who hold the SPI category, who own or are employed by a WSDA licensed SPI Company **AND** who have up-to-date financial coverage on file with WSDA will be issued ICNs.

Instructions for obtaining ICNs:

1. Access the WSDA website at <https://fortress.wa.gov/agr/apps/ICNOnline>. We recommend you bookmark this page for future use.
2. Enter your license number and pin. Your pin is the last four digits of your Social Security Number.
3. Hit the "Request New ICNs" link in the bottom right-hand corner.
4. Verify your license information.
5. Select the number of ICNs that you would like. You can request up to 30 ICNs/day.
6. Hit the "Retrieve ICNs" button.
7. Print the page listing your requested ICNs and put in a secure location.

Note: For assistance with obtaining ICNs, contact Pesticide Licensing at (877) 301-4555.

Using ICNs

An ICN should be placed in the upper third of the first page of all complete WDO inspection reports. If you conduct initial and subsequent inspections on a property, use the same ICN on each report. If you conduct the initial inspection and someone else in your company conducts the follow-up inspection, an ICN issued to the other inspector should be recorded on the follow-up report.

Questions regarding WDO inspections can be directed to Compliance at (360) 902-2040. Additional information for Structural Pest Inspectors, including fact sheets, financial coverage options and compliance guidance documents, is available at <http://agr.wa.gov/>