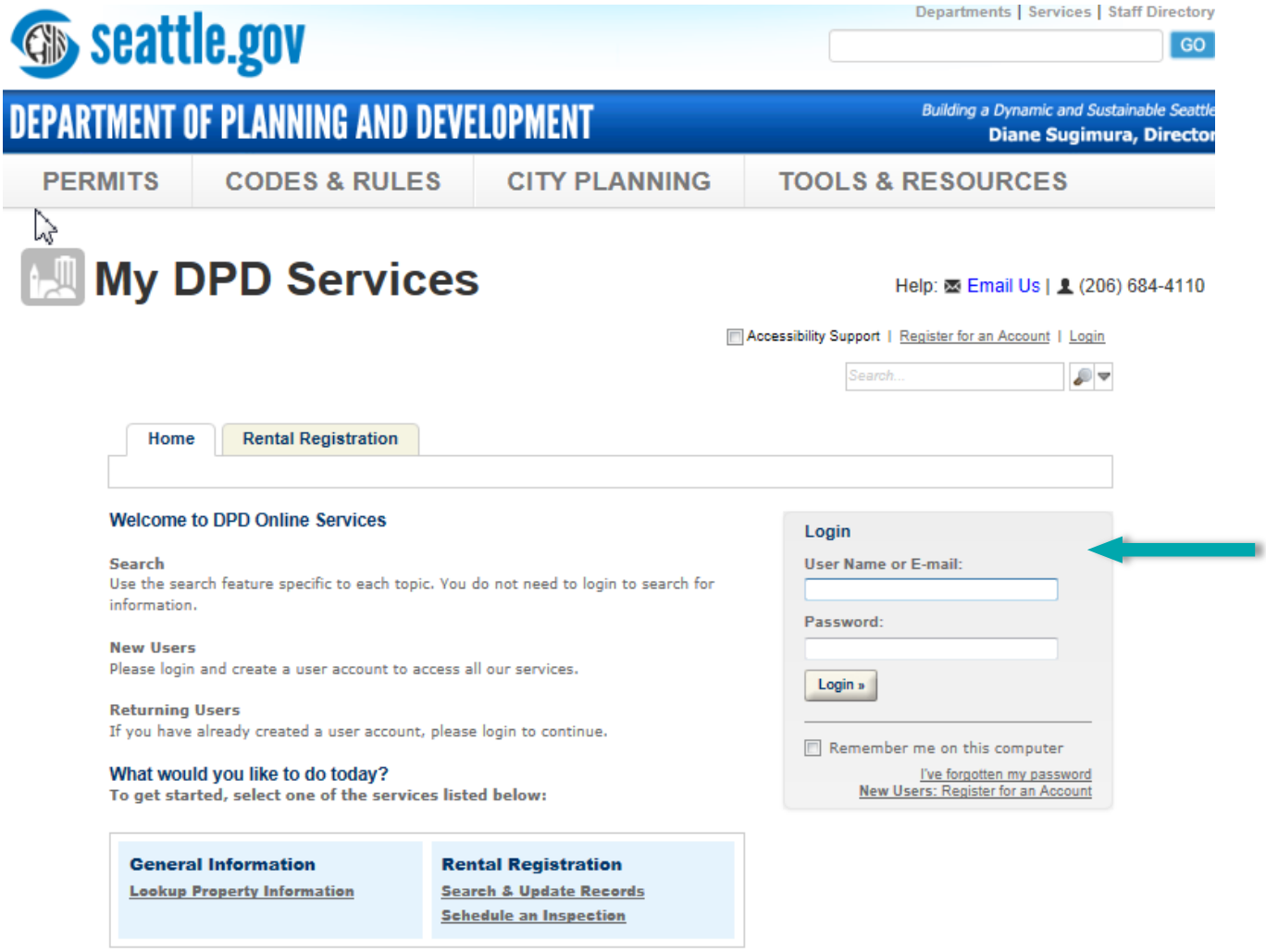
Making Updates to Your Private Inspector Registration

Qualified Rental Housing Private Inspectors (QRHPIs) may wish to update their information in the City's online registration tool. Such updates may include contact updates, such as name, address and phone number. Or the QRHPI may wish to update certification information.

Step 1 – Sign on to the City's RRIO Registration website at: https://mydpdservices.seattle.gov/RRIO/

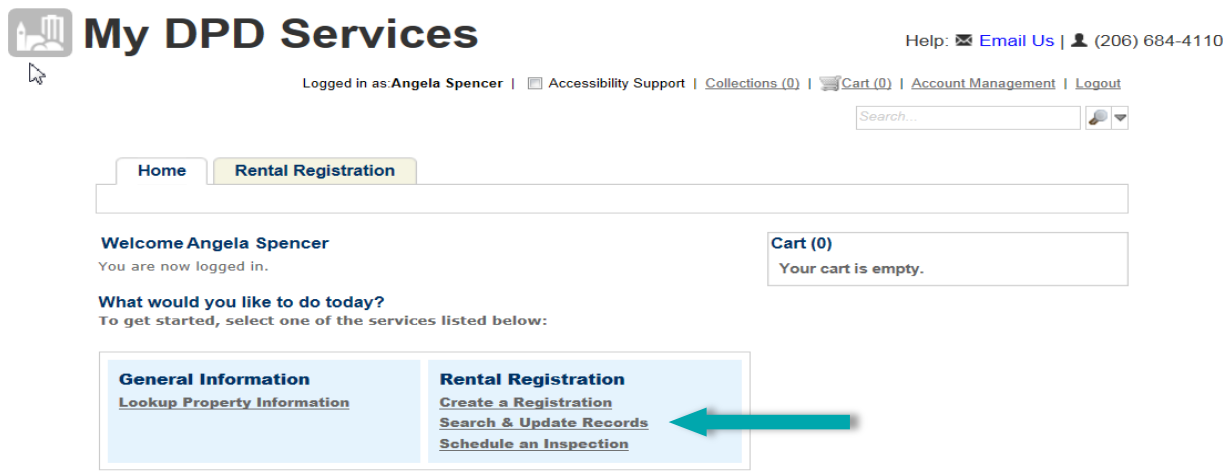


City of Seattle
Code Compliance Division, Department of Planning & Development

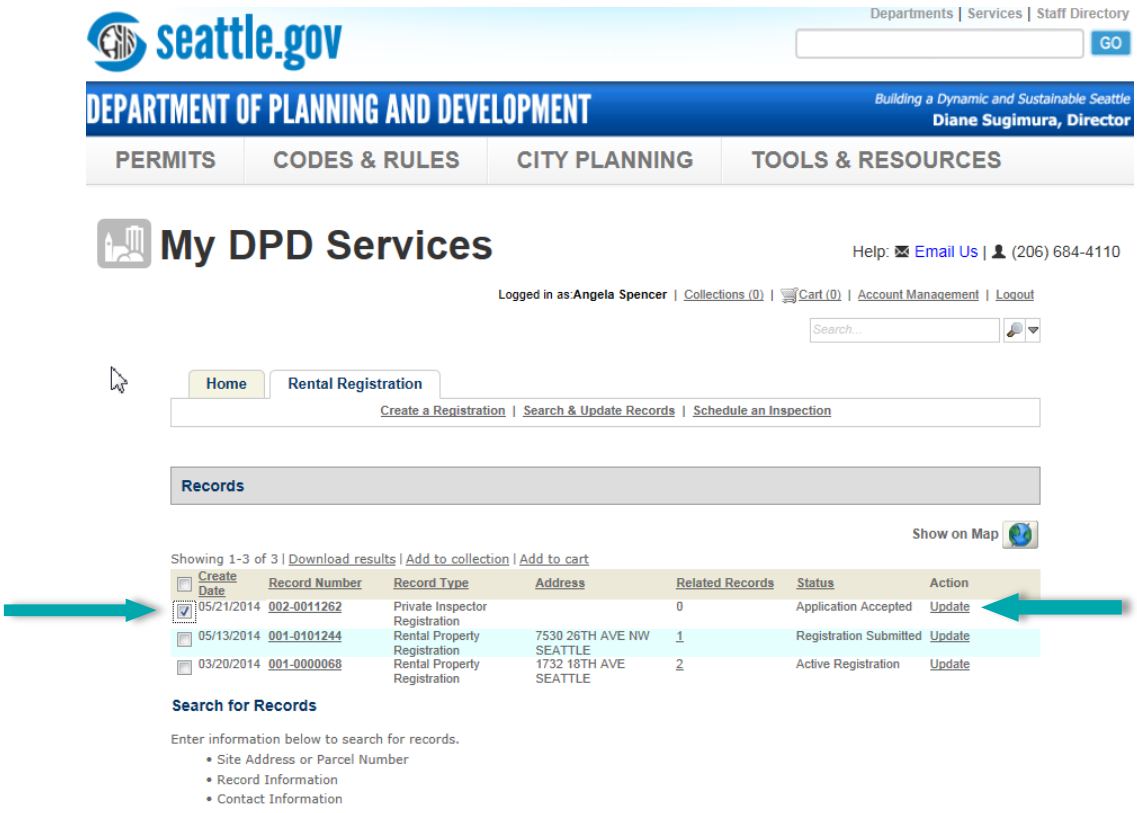
700 5th Avenue, 20th Floor
P.O. Box 34019, Seattle, WA 98124-4019
(206) 684-4110 TTY: 7-1-1 or (206) 233-7156

Making Updates to Your Private Inspector Registration

<u>Step 2</u> – Select the "Search and Update Records" button



<u>Step 3</u> – Select the appropriate record, then select the Update button.



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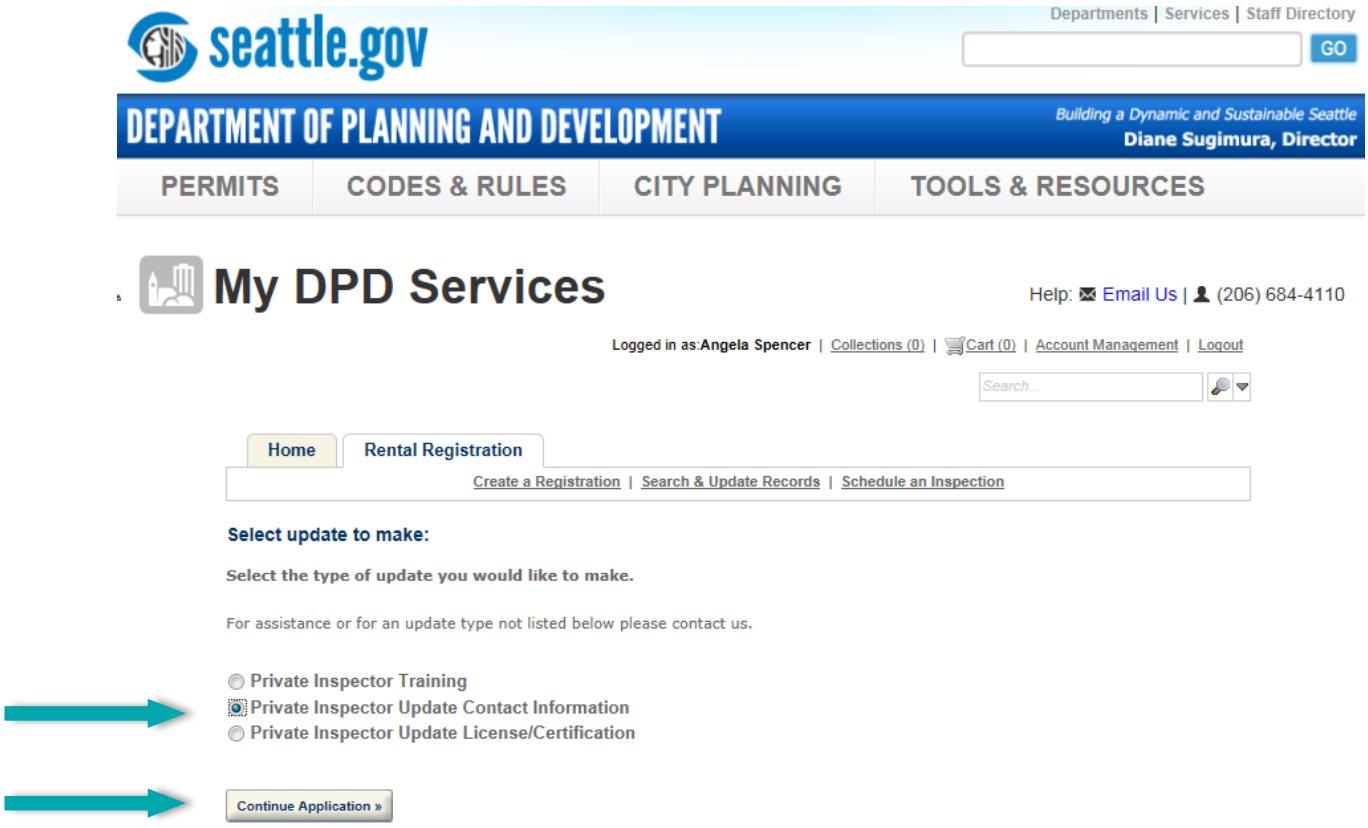
Making Updates to Your Private Inspector Registration

<u>Step 4</u> – Select the radio button for the item you wish to update:

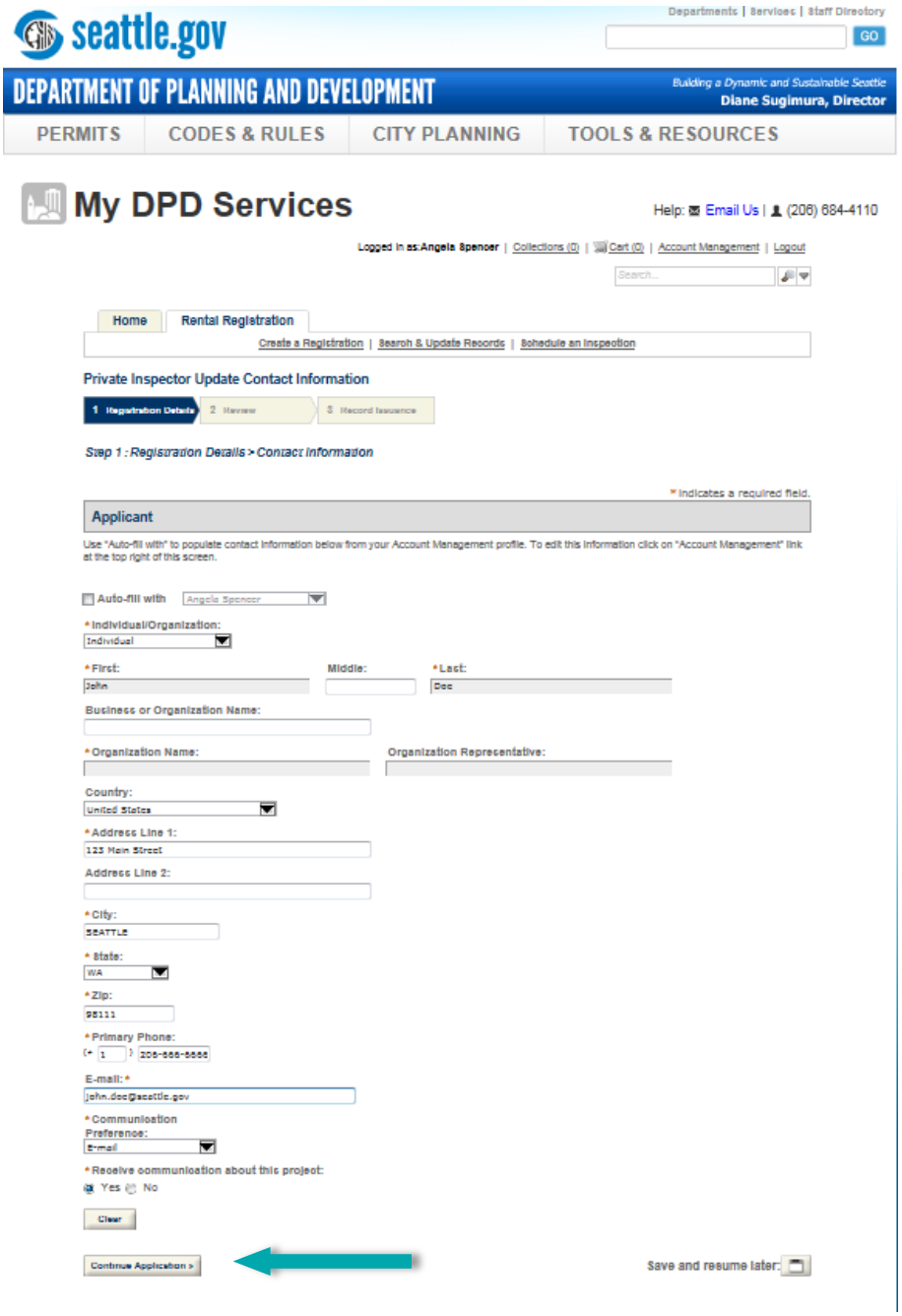
- Private Inspector Training
- Private Inspector Update Contact Information
- Private Inspector Update License/Certification

Then select the "Continue Application" button

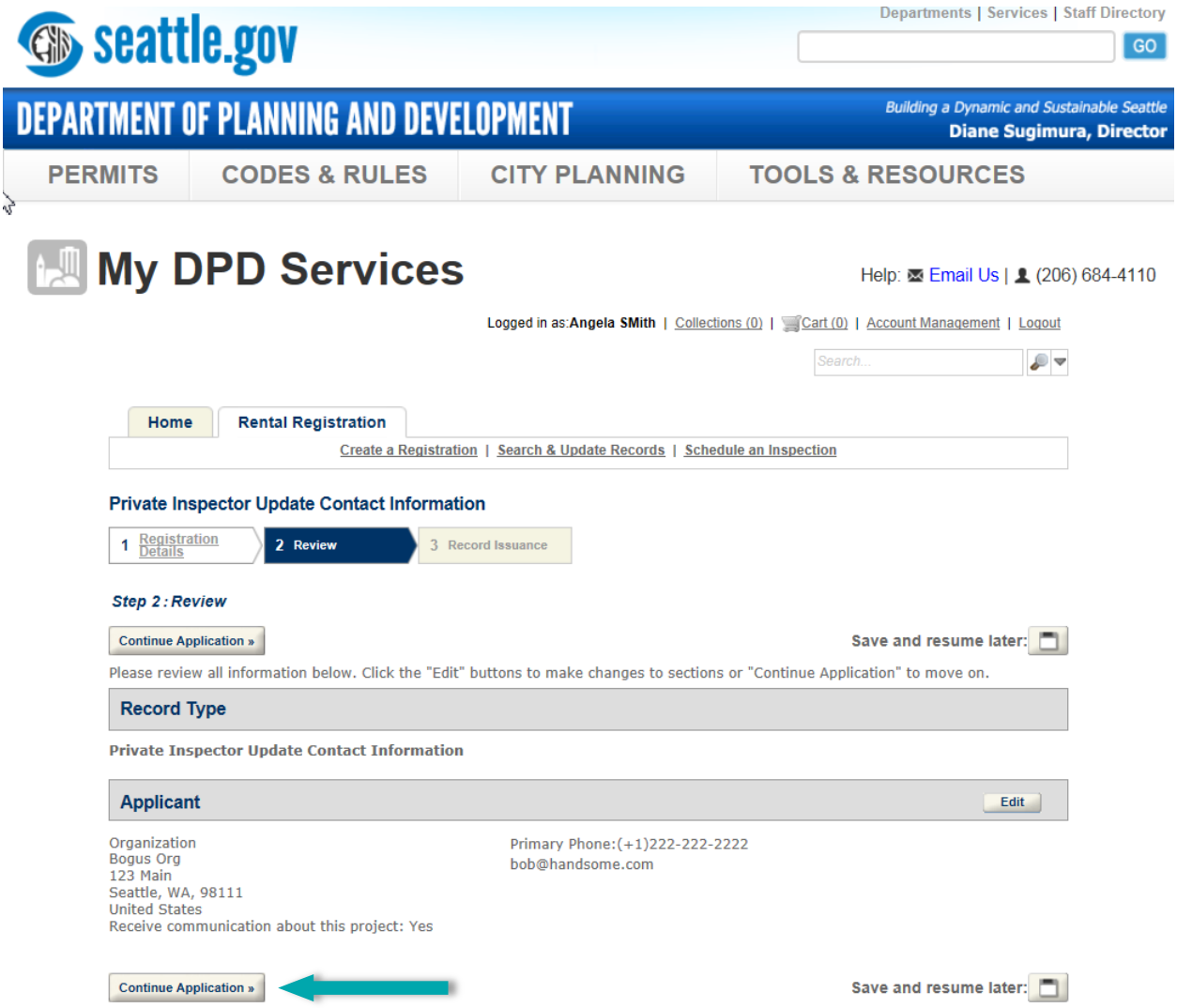


Making Updates to Your Private Inspector Registration

<u>Step 5</u> – Update the Information, then select the "Continue Application" button.



<u>Step 6</u> – Review your changes, then select the "Continue Application" button.



Step 7 – If you reach the following screen, your updates are complete: