

# Service Company Renewal Enforcement Letter



State of Wisconsin  
Governor Scott Walker

**Department of Agriculture, Trade and Consumer Protection**  
Ben Brancel, Secretary

(ENTER DATE HERE)

Contact name  
Company  
Mail to address  
City, State, Zip Code

RE: 2016 Unlicensed Weights and Measures Service Company License #

Your annual weights and measures service company license expired on December 31, 2015. We have not received your renewal license application materials.

Performing weights and measures work without a valid license is in violation of Wisconsin Administrative Code §92.20. Violators may be subject to prosecution and fines of up to \$1,000 per offense.

Since you did not return the application and fees you must do one of the following items by the date below:

- If you have or plan to perform weights and measures work, you will need to return the enclosed application form, the license fee and a late filing fee equal to 20% of the license fee. In addition, if you have installed, serviced, tested or calibrated weights & measures devices at any time since January 1, 2016 without a valid license, you need to pay a license fee surcharge of \$200. Return the application form and the license fees to:

Wisconsin Department of Agriculture,  
Trade and Consumer Protection  
Box 93479  
Milwaukee WI 53293-0479

- If you are not performing weights and measures work, contact us via e-mail at [datcpweightsandmeasures@wisconsin.gov](mailto:datcpweightsandmeasures@wisconsin.gov).

If we do not receive your application materials or e-mail stating you are no longer performing weights and measures work commercially by (Enter date here), plan on attending a conference to discuss this issue on (Enter date here) at 10:30 AM in room (Enter room number here) at:

Department of Agriculture, Trade & Consumer Protection  
2811 Agriculture Dr.  
Madison, WI 53708

Please contact Brenda at [Brenda.lawyer@wisconsin.gov](mailto:Brenda.lawyer@wisconsin.gov) or call (608) 224-4940, to confirm who will attend the conference.

Thank you for your cooperation.

Enc: Renewal application  
DATCP Map

*Agriculture generates \$88 billion for Wisconsin*

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