TO: Weights and Measures Service Company

FROM: Bureau of Weights and Measures

SUBJECT: Weights and Measures Service Company License Application

You cannot legally install, service, test, or calibrate weights and measures without a current annual license from the Wisconsin Department of Agriculture, Trade and Consumer Protection (WDATCP). See Wis. Stat. § 98.18(1) and Wis. Admin. Code § ATCP 92.20(1).

In addition, under Wis. Admin. Code § ATCP 92.21(1) and (6), service technician certification is required every 5 years for individuals who:

1. Test, calibrate, service, or seal a weighing and measuring device
2. Remove an official rejection tag, or
3. Verify the correctness of a device.

Businesses that only install devices need a service company license, but technician certification is not required.

Fees:

To assist you in determining your correct annual license fee, the following is a summary of the fee structure:

1. If your business ever installs, services, tests, or calibrates devices owned by others on a “for hire” basis, your license fee is $280 for your first business location, and $85 for each additional business office operated by your company. See Wis. Admin. Code § ATCP 92.20(3)(b). We do not consider a service technicians homes to be a business location.

2. If your business only installs, services, tests, or calibrates weights and measures equipment that you own, your license fee is $250. See Wis. Admin. Code § ATCP 93.20(3)(a).

3. If you are late in renewing your license, include a 20% late fee. See Wis. Stat. § 93.21(5)(b) and Wis. Admin. Code § ATCP 93.20(3)(d). The 20% late fee is calculated by first adding the basic fee and any additional business location fees if you are a “for hire” business. If you are a “not for hire” business, the late fee is 20% of the basic fee.

4. If you have operated without a license during the last 12 months, include an additional $200 surcharge fee. See Wis. Admin Code § ATCP 93.20(3)(c).

License Information:

- Application forms must be complete before a license will be issued. Incomplete applications will be returned to you.
- Enter each service technician’s information on page 2. Technicians must be recertified every five years.
• Details on requirements and scheduling of technician registration exams are at this link: https://datcp.wi.gov/Pages/Programs_Services/WeightsAndMeasuresServiceCompaniesTechnicians.aspx. The exam fee is $30. See Wis. Admin. Code § ATCP 93.21(3)(b)3.

• You will receive one license that identifies all of your business locations.

• Your testing standards must be calibrated at least once every two years by a metrology laboratory that is certified by the NIST (National Institute of Standards and Technology). See Wis. Admin. Code § ATCP 92.22(2). Vehicle scale test carts, however, require more frequent calibration, and must be tested annually. See Wis. Stat. § 98.16(3m)(a) and Wis. Admin. Code § ATCP 92.30(7)(a).

Enclose the most recent certificates of calibration for all your standards with your application. Labs certified as traceable to NIST standards can be found at these links:

State Labs Directory:

https://www.nist.gov/pml/owm/resources/state-laboratories

National Voluntary Laboratory Accreditation Program (NVLAP) certifications:

National Voluntary Laboratory Accreditation Program (NVLAP) | NIST

Service companies are responsible for testing and maintaining weighing and measuring devices according to NIST HB 44 (2018 edition) requirements, as well as all state rules and regulations. See Wis. Admin. Code §§ ATCP 92.22(1) and ATCP 92.01(10h). Wisconsin requires that commercial devices and their components must have NTEP (National Type Evaluation Program) certificates of conformance. See NIST HB 44, Section 1.10.G-S.1.(e). When you sell or install a new device in the state, it is recommended that you provide copies of NTEP certificates of conformance to the buyer.

You can access the state Weights and Measures Laws that regulate Service Companies (Wisconsin Statutes chapter 98 and Wisconsin Administrative Code chapter ATCP 92) at these links:

http://docs.legis.wisconsin.gov/statutes/statutes/98/18

http://docs.legis.wisconsin.gov/code/admin_code/atcp/090/92

If you are installing a Vehicle Scale you are required to fill out the current version of all forms. See Wis. Stat. § 98.16(2m)(a) and Wis. Admin. Code § ATCP 92.30(1). The forms are found on our website: https://datcp.wi.gov/Pages/Programs_Services/VehicleScales.aspx

If you have any questions, contact us at (608) 224-4942 or e-mail: datcpweightsandmeasures@wi.gov
Weights and Measures Service Company License Application for the Current Licensing Year ending December 31, 2023

This form is authorized by Wis. Stat. § 98.18(1d) and Wis. Admin. Code § ATCP 92.20(2). Completing this form is necessary to obtain a weights and measures service company license issued under Wis. Stat. § 98.18(1) and Wis. Admin. Code § ATCP 92.20(1). Personally identifiable information you provide in this form may be used for purposes other than that for which it was originally collected, such as responding to a public records request. (Wis. Stat. §15.04 (1)(m)).

State of ___________________________  Service Company Seal Identifier: ___________________________

Check One: ☐ Individual ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP ☐ Other

Legal Name of Business Entity: ___________________________

Trade Name (If Different from Legal Name): ___________________________

PRIMARY BUSINESS LOCATION:

<table>
<thead>
<tr>
<th>ADDRESS STREET</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________________</td>
<td>___________________________</td>
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</tbody>
</table>

PHONE: ( ) -  FAX: ( ) -  EMAIL: ___________________________

COUNTY ___________________________  TOWNSHIP ___________________________

MAILING ADDRESS:

NAME OF CONTACT PERSON: ___________________________

<table>
<thead>
<tr>
<th>ADDRESS STREET</th>
<th>CITY</th>
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</table>

PHONE: ( ) -  FAX: ( ) -  EMAIL: ___________________________

LICENSE FEE CALCULATOR:

☐ Mark this box if you provide weights and measures services for hire to other individuals or businesses.

☐ Mark this box if you only service your own weights and measures devices and do not provide weights and measures services for hire.

$280.00 basic fee for the primary business location from which you install, service, test or calibrate weights and measures equipment (FOR HIRE BUSINESS).

$250.00 basic fee for the primary business location from which you install, service, test or calibrate weights and measures equipment (NOT FOR HIRE BUSINESS).

$85.00 for each additional business location from which you install, service, test or calibrate weights and measures equipment (FOR HIRE BUSINESS).

$ __________ surcharge if you have been operating without a license during the last 12 months.

Total All Fees $ __________

REMIT PAYMENT:

Make check payable to WDATCP and return with this completed and signed form to:

WDATCP,  Box 93598,  Milwaukee, WI 53293-0598

PLEASE NOTE: Attach copies of the most recent certificates of calibration for all your test standards. Incomplete applications will not be processed. Personal information you provide may be used for purposes other than that for which it was originally collected (sec. 15.04(1)(m), Wis. Stats.).

The undersigned, authorized to act on behalf of the applicant, hereby certifies that this is a true, complete and accurate application for license pursuant to sec. 98.18, Wis. Stats.

SIGNATURE OF APPLICANT ___________________________  POSITION/TITLE ___________________________  DATE ___________________________

TURN OVER TO COMPLETE REVERSE SIDE OF APPLICATION
### Scale Business

#### Devices Tested

<table>
<thead>
<tr>
<th>Device Type</th>
<th>Service Company Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium Capacity Scale</td>
<td>Install Only</td>
</tr>
<tr>
<td>Retail Computing Scale</td>
<td>Install Only</td>
</tr>
<tr>
<td>Livestock Scale</td>
<td>Install Only</td>
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<tr>
<td>Vehicle Scale</td>
<td>Install Only</td>
</tr>
<tr>
<td>Railroad Track Scales</td>
<td>Install Only</td>
</tr>
<tr>
<td>Belt Conveyor</td>
<td>Install Only</td>
</tr>
<tr>
<td>Retail Computing Scale</td>
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</tr>
</tbody>
</table>

#### Service Company Activity (Check All That Apply)

- Install Only
- Install/Service/Test

### Meter Business

#### Devices Tested

<table>
<thead>
<tr>
<th>Device Type</th>
<th>Service Company Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Motor Fuel/Liquid</td>
<td>Install Only</td>
</tr>
<tr>
<td>Terminal/Petroleum Loading Rack Meters</td>
<td>Install Only</td>
</tr>
<tr>
<td>LPG Meters</td>
<td>Install Only</td>
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<tr>
<td>Vehicle Tank Meter</td>
<td>Install Only</td>
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<tr>
<td>Agrichemical/Mass Flow Meters</td>
<td>Install Only</td>
</tr>
<tr>
<td>CNG Meters</td>
<td>Install Only</td>
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<tr>
<td>Dairy Equipment/Farm Milk Tank</td>
<td>Install Only</td>
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<tr>
<td>Timing Devices</td>
<td>Install Only</td>
</tr>
<tr>
<td>Weights</td>
<td>Install Only</td>
</tr>
<tr>
<td>Other (list)</td>
<td>Install Only</td>
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</tbody>
</table>

#### Service Company Activity (Check All That Apply)

- Install Only
- Install/Service/Test

### Other Business

<table>
<thead>
<tr>
<th>Device Type</th>
<th>Service Company Activity</th>
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</thead>
<tbody>
<tr>
<td>Dairy Equipment/Farm Milk Tank</td>
<td>Install Only</td>
</tr>
<tr>
<td>Timing Devices</td>
<td>Install Only</td>
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<tr>
<td>Weights</td>
<td>Install Only</td>
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<tr>
<td>Other (list)</td>
<td>Install Only</td>
</tr>
</tbody>
</table>

#### Service Company Activity (Check All That Apply)

- Install Only
- Install/Service/Test

### Additional Business Locations to Be Covered Under This License (Attach additional pages if necessary)

#### Contact Person 1

- **Phone:** ( ) -
- **Fax:** ( ) -
- **Email:**

#### Address Street

- **Street:**
- **City:**
- **State:**
- **Zip:**

#### Contact Person 2

- **Phone:** ( ) -
- **Fax:** ( ) -
- **Email:**

#### Address Street

- **Street:**
- **City:**
- **State:**
- **Zip:**

#### Contact Person 3

- **Phone:** ( ) -
- **Fax:** ( ) -
- **Email:**

#### Address Street

- **Street:**
- **City:**
- **State:**
- **Zip:**

#### Contact Person 4

- **Phone:** ( ) -
- **Fax:** ( ) -
- **Email:**

#### Address Street

- **Street:**
- **City:**
- **State:**
- **Zip:**

### Registered Technician(s) Information (Attach additional pages if necessary)

<table>
<thead>
<tr>
<th>Registered Name(s)</th>
<th>Birthdate</th>
<th>Device on Which Certified</th>
<th>Date Certified</th>
<th>Security Seal Identifier</th>
</tr>
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<tbody>
<tr>
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