TO: Weights and Measures Service Company

FROM: Bureau of Weights and Measures

SUBJECT: Weights and Measures Service Company License Application

You cannot install, service, test or calibrate weights and measures without a current annual license from the Wisconsin Department of Agriculture, Trade and Consumer Protection (WDATCP).

In addition, 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. 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.

3. If you are late in renewing your license, include a 20% late fee. 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.

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.

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

(Over)

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- 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). Vehicle scale test carts, however, require more frequent calibration, and must be tested annually.

  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 with certificates of traceability:

  http://ts.nist.gov/WeightsAndMeasures/upload/Calibration-Scope-Summary-July-2008-Final.pdf

  National Voluntary Laboratory Accreditation Program (NVLAP) certifications:

  http://ts.nist.gov/Standards/scopes/programs.htm

Service companies are responsible for testing and maintaining weighing and measuring devices according to NIST HB 44 requirements, as well as all state rules and regulations. Wisconsin requires that commercial devices and their components must have NTEP (National Type Evaluation Program) certificates of conformance. 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 ch.98 and Wisconsin Administrative Code 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. 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 License Year Ending December 31, 2018

Wisconsin Department of Agriculture, Trade and Consumer Protection
Division of Trade and Consumer Protection
PO Box 8911
Madison, WI 53708-8911 Phone (608) 224-4942

FOR OFFICE USE ONLY

DATE ISSUED:

LICENSE NUMBER

CURRENTLY EXPIRES: DECEMBER 31,

ACCT 1428 P1 1 34 R-7000 G5

Section 98.18, Wis. Stats.
Ch. ATCP92, WIS. Adm. Cod

State of Formation:		**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:

Street Address:

City, State, Zip:

Phone:	Fax:	E-mail:

MAILING ADDRESS:

Name of Contact Person:

Street Address:

City, State, Zip:

Phone:	Fax:	E-mail:

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 to other individuals or businesses.

$	$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**).
$	$200.00 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:

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

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 (Check All That Apply)	**SERVICE COMPANY ACTIVITY** (Check All That Apply)	
☐ Medium Capacity Scale	☐ Install Only	☐ Install/ Service/Test
☐ Retail Computing Scale	☐ Install Only	☐ Install/ Service/Test
☐ Livestock Scale	☐ Install Only	☐ Install/ Service/Test
☐ Vehicle Scale	☐ Install Only	☐ Install/ Service/Test
☐ Railroad Track Scales	☐ Install Only	☐ Install/ Service/Test
☐ Belt Conveyor	☐ Install Only	☐ Install/ Service/Test
METER BUSINESS		
DEVICES TESTED (Check All That Apply)	**SERVICE COMPANY ACTIVITY** (Check All That Apply)	
☐ Retail Motor Fuel/Liquid	☐ Install Only	☐ Install/ Service/Test
☐ Terminal/Petroleum Loading Rack Meters	☐ Install Only	☐ Install/ Service/Test
☐ LPG Meters	☐ Install Only	☐ Install/ Service/Test
☐ Vehicle Tank Meter	☐ Install Only	☐ Install/ Service/Test
☐ Agrichemical/Mass Flow Meters	☐ Install Only	☐ Install/ Service/Test
☐ CNG Meters	☐ Install Only	☐ Install/ Service/Test
OTHER BUSINESS		
☐ Dairy Equipment/Farm Milk Tank	☐ Install Only	☐ Install/ Service/Test
☐ Timing Devices	☐ Install Only	☐ Install/ Service/Test
☐ Weights	☐ Install Only	☐ Install/ Service/Test
☐ Other (list)	☐ Install Only	☐ Install/ Service/Test

ADDITIONAL BUSINESS LOCATIONS TO BE COVERED UNDER THIS LICENSE (Attach additional pages if necessary)

Contact Person	Mailing Address	City, State, Zip	Phone #	Fax #	E-Mail

REGISTERED TECHNICIAN(S) INFORMATION (Attach additional pages if necessary)

Registered Name(s)	Birthdate	Device on Which Certified	Date Certified	Security Seal Identifier