



State of Wisconsin  
Governor Scott Walker

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**Department of Agriculture, Trade and Consumer Protection**  
Sheila E. Harsdorf, Secretary

**TO:** Vehicle Tank Meter Operators

**FROM:** Bureau of Weights and Measures, Division of Trade and Consumer Protection

**SUBJECT:** Vehicle Tank Meter (VTM) Weights and Measures License Application

You need a current annual license for each commercial vehicle VTM you operate. The license fee is \$60. The meter license expires annually on October 31<sup>st</sup> and a separate license is required for each meter. Licenses cannot be prorated or transferred between operators or meters.

### **ANNUAL LICENSING**

1. For new meters, an initial test report verifying the meter is accurate must be submitted to the department with the license applications before a license can be issued for a new meter.
2. Complete and return the signed license application with a check payable to DATCP to the address on the application. Be sure to include all of the requested information on the form. Licenses will not be issued if applications are incomplete. Please take time to ensure the following information is correct:
  - Legal business name registered with the Wisconsin Department of Financial Institutions.
  - Address where the meter (truck) is physically kept. If the meter is not easily located using the address, write specific directions including fire number or the nearest crossroad.
3. Return the application with the license fee to the mailing address on page one of the application form.

### **METER TEST REQUIREMENTS**

1. Operators need to have a Wisconsin licensed Weights and Measures Service Company test meters at least annually (within 12 months of the previous test). For example, if you had your meter tested in June last year, you need to have it tested by the last day of June this year.
2. Wisconsin licensed Weights and Measures Service Companies are listed on the following website:  
<https://datcp.wi.gov/Documents/WeightsMeasuresServiceCompanyListing.pdf>
3. You, or the service company on your behalf, need to send **all** meter test reports to the department within 30 days of the actual test date. If, for instance, you have a meter repaired and you test a meter multiple times in a year, all test reports must be sent to the department within 30 days of each test. We use the postmark or e-mail date to determine the 30 days.
4. If a test finds a meter inaccurate, the meter may not be used until a licensed service company corrects the problem, retests the meter, and delivers a written report to the meter owner/operator verifying the meter is accurate.

(Continued on page 2)

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5. All VTMs are subject to inspection by State Weights and Measures officials. All VTMs shall be available for testing at the location you state on the license applications. If your business has VTMs headquartered at more than one (1) location, and you are unable to bring all the VTMs to one location then you are required to license each VTM at its physical location.

## TEST SURCHARGES

- **Overdue annual test surcharge:** An operator who fails to conduct an annual test on a meter within 12 months of the previous test must pay a \$200 surcharge.
- **Late test report surcharge:** An operator must send all Wisconsin licensed Weights and Measures service company meter test reports to the department within 30 days of the test date. Operators that send a test report more than 30 days after the test is completed must pay a \$200 surcharge for late test reporting.
- The department will not issue or renew your license if the surcharge is not paid.
- Additional civil forfeiture penalties may also apply.

You can find a copy of the laws, Wisconsin Administrative Code §§ ATCP 92.50 and 92.52 and Wisconsin Statute § 98.244 at:

[http://docs.legis.wisconsin.gov/code/admin\\_code/atcp/92/VI/50](http://docs.legis.wisconsin.gov/code/admin_code/atcp/92/VI/50)

[http://docs.legis.wisconsin.gov/code/admin\\_code/atcp/92/VI/52](http://docs.legis.wisconsin.gov/code/admin_code/atcp/92/VI/52)

<http://docs.legis.wisconsin.gov/statutes/statutes/98/224>

If you have questions, contact us at: 608-224-4942 or e-mail: [datcpweightsandmeasures@wisconsin.gov](mailto:datcpweightsandmeasures@wisconsin.gov)



**Vehicle Tank Meter (VTM) Operator License  
Application for License Year Ending October 31, 2019**

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

FOR OFFICE USE ONLY

VTM

DATE ISSUED:

LICENSE NUMBER

CURRENTLY EXPIRES OCTOBER 31,

ACCT 10000-13400-1150014300-4600000-14314

Section 98.224 Wis. Stats  
Sec. ATCP 92.50 WIS. Adm. Code**State of Formation:****Check One:**

- Individual     Partnership     Cooperative     Corporation     LLC     Trust  
 LLP     Other:

Legal Name of Business Entity:

Trade Name (If Different from Legal Name):

**PRIMARY BUSINESS LOCATION:**

Street Address:

City, State, Zip:

County:

Phone:

Fax:

E-mail:

**MAILING ADDRESS:**

Name of Contact Person:

Street Address:

City, State, Zip:

County:

Phone:

Fax:

E-mail:

**LICENSE FEE CALCULATOR:**

\$	\$60.00 annual license fee for each meter (fee is not prorated for partial license years).
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\$	\$200.00 surcharge (if operated without a license during the previous 12 months).
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\$	<b>Total License Fees</b>
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**REMIT PAYMENT:**

Make check payable to WDATCP and return with this completed and signed form and test report to:  
Wisconsin Department of Agriculture, Trade and Consumer Protection  
BOX 93479  
Milwaukee, WI 532-0479

The undersigned, authorized to act on behalf of the applicant, hereby certifies that this is a true, complete and accurate application, including attachments, for a license pursuant to section 98.224, Wis. Stats., and agrees to have the VTM meter tested and inspected annually by a licensed service company in accordance with section 98.224(3), Wis. Stats.

**SIGNATURE OF APPLICANT****POSITION/TITLE****DATE****PRINT NAME OF APPLICANT**

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.).

**TURN OVER TO COMPLETE REVERSE SIDE OF APPLICATION**

**VEHICLE TANK METER INFORMATION**

Physical address where the VTM is kept.

Address	City	State	Zipcode	County
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Directions to location where the meter is kept:

Meter make:	Meter model number:
Meter serial number:	NTEP CC Number*:
Meter pipe diameter (inches):	Max rate (gal/min):
Truck license plate:	Truck fleet number:

**VEHICLE TANK METER INFORMATION**

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\* Devices installed after January 1, 2003 must be marked with a Certificate of Conformance Number (CC). You can also locate CC numbers by using the certificate of conformance search on the NCWM website at <http://ncwm.net/certificates> or contact a service company representative or the manufacturer of the meter if you need assistance filling out the CC numbers.

**ANNUAL PRIVATE TESTING REQUIREMENT VTM**

A person licensed to operate a VTM shall have the meter tested for accuracy, at least annually, by a person who is licensed under s. 98.18(1) to perform the test. The meter operator, or the tester on behalf of the meter operator, shall report the results of each test to the department within 30 days after the testing is completed. The operator shall retain a record of each test for at least 3 years. (Section 98.224(3), Wis. Stats.)

**Attach a copy of the test report dated within the last 12 months from a Wisconsin licensed service company verifying the meter was accurate, A license will not be issued if the application is not completely filled out, signed, payment enclosed and test report(s) attached.**

Test report attached to the application.

**Photocopy this page for additional meters**