

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
DIVISION OF CONSUMER PROTECTION
OFFICE OF WEIGHTS AND MEASURES

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Revised 3.2024

APPLICATION FOR WEIGHTS AND MEASURES
SERVICE AGENCY CERTIFICATION
(PLEASE PRINT OR TYPE)

BUSINESS ID No.: _____

NEW (never certified in Virginia) REACTIVATING

BUSINESS CHANGE OF INFORMATION : Address Change Name Change Contact Information Change Out-of-Business Other _____

COMPANY FEDERAL ID NO:

COMPANY NAME:

MAILING ADDRESS:

CITY:

STATE:

ZIP CODE:

TELEPHONE:

FAX:

CONTACT PERSON:

EMAIL:

1. Documentation of verification pursuant to Va. Code § [3.2-5706](#) of the weights or measures standards and calibrating equipment used or to be used by the service agency (Attached): YES NO
2. Application(s) attached for every person functioning as a service technician in the Commonwealth in your employ: YES NO
 - a. Branch and/or work location(s) included (if different from above for your technicians)
3. Proof of a uniquely identifiable security seal that is to be used by the service agency (Image Attached): YES NO

METERS:

SCALES:

POSITION OF WORK	BUSINESS TYPE	DEVICE CLASS
<input type="checkbox"/> SALES (registration required only)	<input type="checkbox"/> MOTOR FUEL DISPENSERS	<input type="checkbox"/> SMALL CAPACITY SCALES (1,000 LBS OR LESS)
<input type="checkbox"/> SERVICE	<input type="checkbox"/> VEHICLE TANK METERS	<input type="checkbox"/> LARGE CAPACITY SCALES (OVER 1,000 LBS)
<input type="checkbox"/> BOTH	<input type="checkbox"/> LP GAS METERS	<input type="checkbox"/> RAILROAD TRACK OR BELT CONVEYOR
	<input type="checkbox"/> BULK METERS	
<input type="checkbox"/> INSTALLATION SERVICES (EVSE)	<input type="checkbox"/> ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE)	

EXEMPT FROM FEES (Va. Code §3.2-5705): YES NO

If NON-Exempt, each service agency shall pay a registration fee of \$100 made payable TREASURER OF VIRGINIA

→ SIGN AND RETURN THIS APPLICATION ALONG WITH YOUR PAYMENT TO THE ADDRESS AT THE TOP OF THIS FORM.

SIGNATURE:

DATE:

PRINT NAME:

The Commissioner may deny, suspend, or revoke any registration or renewal if the application is incomplete, false, or fraudulent. It shall be a violation of this chapter for a person to submit to the Commissioner an application for registration or renewal that he knows to be false or fraudulent.

INFORMATION REQUIRED FOR PISR

1. DATE OF SERVICE
2. SERVICE AGENCY INFORMATION
 - a. COMPANY NAME
 - b. COMPANY ADDRESS, STREET, STATE, AND ZIP CODE
 - c. COMPANY TELEPHONE NUMBER
 - d. COMPANY REGISTRATION NUMBER
3. BUSINESS SERVICED
 - a. NAME
 - b. ADDRESS STREET, STATE, AND ZIP CODE
 - c. TELEPHONE NUMBER
 - d. MANAGER OR CONTACT NAME
4. REASON FOR SERVICE
 - a. REJECTED OR CONDEMNED EQUIPMENT
 - b. MAINTANENCE OF EQUIPMENT
 - c. EQUIPMENT INSTALLATION
5. REPAIRED EQUIPMENT INFORMATION
 - a. TYPE OF DEVICE
 - b. MAKE
 - c. MODEL I.D.
 - d. SERIAL NUMBER
 - e. LOCATION OF DEVICE
 - f. C OF C (*could be listed on device as the following: NTEP #, CC #, Certificate of Conformance #. This is found on somewhere on the scale platform, under platform, or identification plate of scale*)
 - g. REPAIRS COMPLETED
 - h. TEST RESULTS
 - i. EQUIPMENT SEALED? YES NO AND SEAL I.D.
 - j. TEST EQUIPMENT USED
 - k. TEST EQUIPMENT DATE OF CALIBRATION
6. SERVICE TECHNICIOAN
 - a. FULL NAME (PRINTED)
 - b. SIGNATURE
 - c. DATE SIGNED
 - d. TECHNICIAN LICENSE NUMBER