



DEPARTMENT OF FOOD AND AGRICULTURE

Division of Measurement Standards

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HOW TO

ADD and/or DELETE AGENTS using a Copy of your Current Service Agency Registration Certificate

(California Business & Professions Code, 12532(c))

- If you are adding an agent:
Write the agent’s name and license number on a copy of your **Certificate**.
Mail copy and fee to DMS.
Do not fax changes, fees are necessary.
A **\$25 fee is required** for each agent added.
- If you are deleting an agent:
Cross out the agent’s name and submit to DMS via fax or mail.

ADD and/or DELETE ADDITIONAL MAINTENANCE LOCATIONS to your Registration Certificate

(Ca B&P Code, 12535(a))

- Adding a location requires:
An **Application** with Section 7 completed.
A **\$100 fee** for each location.
A copy of your current **Certificate**.
- To delete a location, mark through location on the **Certificate** and fax or mail to DMS.
- You can’t add and delete a location in equal exchange or receive credit for the deleted location.

IDENTIFICATION OF SERVICE AGENCY WORK SHALL AGREE EXACTLY WITH THE NAME ON REGISTRATION 4085(a)(4)

WHAT IF

CHANGE OF LEGAL STATUS* (Ca B&P Code, 12532(g))

Examples:

- Selling or merging with another company
- Changing sole ownership, partnership or corporate status (i.e. sole ownership to LLC)

Prior to change you need to:

- Cancel your current registration by completing a **Service Agency Cancellation Form**.
- Complete a new **Application** with your updated information.
- If you are “*doing business as (dba)*”, submit Fictitious Business Name Statement.
- Submit appropriate fees.

*Name change to company doesn’t require fees. Complete a new application with your registration number at the top with a brief word it is a name change only. Return by fax or mail.

WHERE IS

- **Application**
- **Cancellation Form**
- Agent Study Guide
- Placed in Service Report
- Laws & Regulations
- Listing of Calibration Sources

<http://www.cdfa.ca.gov/dms/InfoGuides/RSA.htm>

FEES DUE

Make Check payable to: CDFA 52004. Remit to: Cashier, PO Box 942872 • Sacramento, CA 94271-2872