County of San Diego

HA DANG
AGRICULTURAL COMMISSIONER/
SEALER OF WEIGHTS & MEASURES

DEPARTMENT OF AGRICULTURE, WEIGHTS AND MEASURES
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(858) 694-2739
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http://www.sdcawm.org

MĒGAN MOORE
ASSISTANT DIRECTOR

Dear Valued Customer:

Registration, testing and sealing of weighing and measuring devices (such as scales and meters) used for commercial purposes, is required by law before being used or placed into service. Testing and sealing ensures a fair and equitable marketplace, while registration fees offset the costs of inspection, testing, and sealing.

REGISTRATION REQUIRED:

- ❑ Make any necessary changes on the enclosed Annual Registration Application.
- ❑ Return the bottom portion of the application with the required fees due.
- ❑ Send all applicable fees – location fee, state administrative fee, device fee and any delinquent fees accrued:
  - By check or money order payable to: *County of San Diego*.
  - By Visa, MasterCard, or bank account, please go to: https://publicservices.sdcounty.ca.gov/citizenaccess
  - Click on the AWM tab to find our online payment instructions.
  - In person at our office, Monday-Friday, 8:00 a.m. to 5:00 p.m., excluding holidays.
- ❑ Keep the top portion for your records; expiration date is on the top of the application. Your registration is valid once your application and fees are received; permits or certificates will no longer be mailed.

DUE DATE AND DELINQUENT FEES:

- Registrations not received or postmarked within 30 days of the due date are considered delinquent and will accrue delinquent fees. (Your due date is on the enclosed application form.)
- 50% delinquent fee is levied every 30 days past the due date, up to 200%.

ADDITIONAL INFORMATION:

- Effective in January 1, 2012, registrations are now distributed throughout the year. Check your enclosed form for your twelve month registration period and expiration date.
- A separate registration application (with applicable fees) is required for each business location with one or more commercial scales or meters.
- Registrations are not transferable from one person to another or from one location to another. If your business moves or is sold to a new owner, a new registration is required.
- Annual registration is the responsibility of the person who owns or uses these devices.

RESOURCES:

- Information online: http://www.sandiegocounty.gov/content/sdc/awm.html
- Please call: (858) 694-2778, Monday – Friday, 8:00 a.m. to 5:00 p.m.