



# County of San Diego

**HA DANG**  
AGRICULTURAL COMMISSIONER/  
SEALER OF WEIGHTS & MEASURES

DEPARTMENT OF AGRICULTURE WEIGHTS AND MEASURES  
9325 HAZARD WAY, STE. 100, SAN DIEGO, CA 92123-1217  
(858) 694-2739  
FAX (858) 467-9697  
<http://www.sdcawm.org>

**MEGAN MOORE**  
ASST. AGRICULTURAL COMMISSIONER/  
SEALER OF WEIGHTS & MEASURES

Dear Valued Customer:

Annual registration and inspection of Point-of-Sale (P.O.S.) systems is required by law before being used or placed into service, to ensure a fair and equitable marketplace. Registration fees offset the cost of inspection and testing to ensure compliance.

## 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 – 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 a copy 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.

### Annual Point-Of-Sale (P.O.S.) Registration Fee Schedule

1 to 3 P.O.S. Stations	4 to 9 P.O.S. Stations	10 or more P.O.S. Stations
\$160.00/Year	\$218.00/Year	\$272.00/Year

#### For Applications Issued:

January 1 through March 31.....  
April 1 through June 30.....  
July 1 through September 30.....  
October 1 through December 31.....

#### Registration Period Expires On:

December 31  
March 31  
June 30  
September 30

## 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.)
- A delinquent fee of 50% of the original fee is added 30 days after the due date.

## ADDITIONAL INFORMATION:

- A separate registration application (with applicable fees) is required for each business location with a POS system.
- Registrations are not transferable from one person to another or from one location to another. If your business moves or is sold to new owner, a new registration is required.
- Annual registration is the responsibility of the person who owns or operates a P.O.S. system.

## 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.