



**DEPARTMENT OF AGRICULTURE, WEIGHTS AND MEASURES**

9325 HAZARD WAY, STE. 100, SAN DIEGO, CALIFORNIA 92123-1217

(858) 694-2778

<http://www.sdcawm.org>

**HA DANG**

AGRICULTURAL COMMISSIONER/  
SEALER OF WEIGHTS & MEASURES

**GARRETT COOPER**

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.sandiegocounty.gov/CitizenAccess/Default.aspx>
  - 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 |
| \$178.00/Year          | \$242.00/Year          | \$302.00/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: <https://www.sandiegocounty.gov/awm/>
- Please call: (858) 694-2778, Monday – Friday, 8:00 a.m. to 5:00 p.m.



# County of San Diego

## DEPARTMENT OF AGRICULTURE, WEIGHTS & MEASURES

9325 Hazard Way, Suite 100, San Diego, CA 92123

Phone: 858-694-2778 Website: www.sdcawm.org

Registration Period:

Expires:

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

P.O.S. Registration #:

☐ New ☐ Renewal ☐ Change in Ownership/Location ☐ Revision: ☐ Add/Delete Device(s)

### BUSINESS NAME AND MAILING ADDRESS

|                          |                     |
|--------------------------|---------------------|
| CORPORATE BUSINESS NAME: |                     |
| DBA NAME:                |                     |
| MAILING ADDRESS:         |                     |
| MAILING CITY/STATE/ZIP:  |                     |
| OWNER:                   |                     |
| MAILING PHONE NUMBER:    | MAILING FAX NUMBER: |
| MAILING EMAIL ADDRESS:   |                     |

**Owners - Please check one box.** ☐ Corporation ☐ Partnership ☐ Individual

### BUSINESS LOCATION (Do NOT use P.O. Box)

|                        |
|------------------------|
| STREET ADDRESS:        |
| CITY/STATE/ZIP:        |
| LOCATION PHONE NUMBER: |

➤ Enter the correct number of POS Stations below:

➤ Enter the correct registration fee from the table below:

|                         |    |
|-------------------------|----|
| Number of POS Stations: |    |
| Total Amount Due:       | \$ |
| Payment Due By:         |    |

### 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 |
| \$178.00/Year          | \$242.00/Year          | \$302.00/Year              |

➤ Make check or money order payable to: County of San Diego

➤ Send payment for total fee with this completed application to:

**County of San Diego**  
**Department of Agriculture, Weights and Measures**  
**9325 Hazard Way, Suite 100**  
**San Diego, CA 92123**

**Note: A delinquent fee of 50% of the original fee is added 30 days after the due date.**

I CERTIFY THAT THE INFORMATION SUBMITTED IN THIS APPLICATION IS TRUE AND CORRECT

PRINT NAME OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE