



State of Wisconsin
Governor Tony Evers

Department of Agriculture, Trade and Consumer Protection
Secretary Randy Romanski

TO: Weights and Measures Service Company
FROM: Bureau of Weights and Measures
SUBJECT: Weights and Measures Service Company License Application

You cannot legally install, service, test, or calibrate weights and measures without a current annual license from the Wisconsin Department of Agriculture, Trade and Consumer Protection (WDATCP). *See* Wis. Stat. § 98.18(1) and Wis. Admin. Code § ATCP 92.20(1).

In addition, under Wis. Admin. Code § ATCP 92.21(1) and (6), service technician certification is required every 5 years for individuals who:

1. Test, calibrate, service, or seal a weighing and measuring device
2. Remove an official rejection tag, or
3. Verify the correctness of a device.

Businesses that only install devices need a service company license, but technician certification is not required.

Fees:

To assist you in determining your correct annual license fee, the following is a summary of the fee structure:

1. If your business ever installs, services, tests, or calibrates devices owned by others on a “for hire” basis, your license fee is \$280 for your first business location, and \$85 for each additional business office operated by your company. *See* Wis. Admin. Code § ATCP 92.20(3)(b). We do not consider a service technicians homes to be a business location.
2. If your business only installs, services, tests, or calibrates weights and measures equipment that you own, your license fee is \$250. *See* Wis. Admin. Code § ATCP 93.20(3)(a).
3. If you are late in renewing your license, include a 20% late fee. *See* Wis. Stat. § 93.21(5)(b) and Wis. Admin. Code § ATCP 93.20(3)(d). The 20% late fee is calculated by first adding the basic fee and any additional business location fees if you are a “for hire” business. If you are a “not for hire” business, the late fee is 20% of the basic fee.
4. If you have operated without a license during the last 12 months, include an additional \$200 surcharge fee. *See* Wis. Admin Code § ATCP 93.20(3)(c).

License Information:

- Application forms must be complete before a license will be issued. Incomplete applications will be returned to you.
- Enter each service technician’s information on page 2. Technicians must be recertified every five years.

- Details on requirements and scheduling of technician registration exams are at this link: https://datcp.wi.gov/Pages/Programs_Services/WeightsAndMeasuresServiceCompaniesTechnicians.aspx. The exam fee is \$30. *See* Wis. Admin. Code § ATCP 93.21(3)(b)3.
- You will receive **one** license that identifies all of your business locations.
- Your testing standards must be calibrated at least once every two years by a metrology laboratory that is certified by the NIST (National Institute of Standards and Technology). *See* Wis. Admin. Code § ATCP 92.22(2). Vehicle scale test carts, however, require more frequent calibration, and must be tested annually. *See* Wis. Stat. § 98.16(3m)(a) and Wis. Admin. Code § ATCP 92.30(7)(a).

Enclose the most recent certificates of calibration for all your standards with your application. Labs certified as traceable to NIST standards can be found at these links:

State Labs Directory:

<https://www.nist.gov/pml/owm/resources/state-laboratories>

National Voluntary Laboratory Accreditation Program (NVLAP) certifications:

[National Voluntary Laboratory Accreditation Program \(NVLAP\) | NIST](#)

Service companies are responsible for testing and maintaining weighing and measuring devices according to NIST HB 44 (2018 edition) requirements, as well as all state rules and regulations. *See* Wis. Admin. Code §§ ATCP 92.22(1) and ATCP 92.01(10h). Wisconsin requires that commercial devices and their components must have NTEP (National Type Evaluation Program) certificates of conformance. *See* NIST HB 44, Section 1.10.G-S.1.(e). When you sell or install a new device in the state, it is recommended that you provide copies of NTEP certificates of conformance to the buyer.

You can access the state Weights and Measures Laws that regulate Service Companies (Wisconsin Statutes chapter 98 and Wisconsin Administrative Code chapter ATCP 92) at these links:

<http://docs.legis.wisconsin.gov/statutes/statutes/98/18>

http://docs.legis.wisconsin.gov/code/admin_code/atcp/090/92

If you are installing a Vehicle Scale you are required to fill out the current version of all forms. *See* Wis. Stat. § 98.16(2m)(a). and Wis. Admin. Code § ATCP 92.30(1). The forms are found on our website:

https://datcp.wi.gov/Pages/Programs_Services/VehicleScales.aspx

If you have any questions, contact us at (608) 224-4942 or e-mail: datcpweightsandmeasures@wi.gov

Wisconsin - America's Dairyland

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Wisconsin Department of Agriculture,
Trade and Consumer Protection
Division of Trade and Consumer Protection
PO Box 8911, Madison, WI 53708-8911
Phone (608) 224-4942

FOR OFFICE USE ONLY

DATE ISSUED:
LICENSE NUMBER
CURRENTLY EXPIRES: DECEMBER 31
ACCT 1428 P1 1 34 R-7000 G5

Weights and Measures Service Company License Application for the Current Licensing Year ending December 31st

This form is authorized by Wis. Stat. § 98.18(1d) and Wis. Admin. Code § ATCP 92.20(2). Completing this form is necessary to obtain a weights and measures service company license issued under Wis. Stat. § 98.18(1) and Wis. Admin. Code § ATCP 92.20(1). Personally identifiable information you provide in this form may be used for purposes other than that for which it was originally collected, such as responding to a public records request. (Wis. Stat. §15.04 (1)(m)).

State of	Service Company Seal Identifier:
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Check One: ☐ Individual ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP ☐ Other

Legal Name of Business Entity:

Trade Name (If Different from Legal Name):

PRIMARY BUSINESS LOCATION:

ADDRESS STREET	CITY	STATE	ZIP
PHONE: () -	FAX: () -	EMAIL:	
COUNTY	TOWNSHIP		

MAILING ADDRESS:

NAME OF CONTACT PERSON:

ADDRESS STREET	CITY	STATE	ZIP
PHONE: () -	FAX: () -	EMAIL:	

LICENSE FEE CALCULATOR:

<input type="checkbox"/>	Mark this box if you provide weights and measures services for hire to other individuals or businesses.
<input type="checkbox"/>	Mark this box if you only service your own weights and measures devices and do not provide weights and measures
	\$280.00 basic fee for the primary business location from which you install, service, test or calibrate weights and measures equipment (<i>FOR HIRE BUSINESS</i>).
	\$250.00 basic fee for the primary business location from which you install, service, test or calibrate weights and measures equipment (<i>NOT FOR HIRE BUSINESS</i>).
	\$85.00 for each additional business location from which you install, service, test or calibrate weights and measures equipment (<i>FOR HIRE BUSINESS</i>).
\$	\$200.00 surcharge if you have been operating without a license during the last 12 months.
\$	Total All Fees

REMIT PAYMENT:

Make check payable to WDATCP and return with this completed and signed form to:

WDATCP, Box 93598, Milwaukee, WI 53293-3598

PLEASE NOTE: Attach copies of the most recent certificates of calibration for all your test standards. Incomplete applications will not be processed. Personal information you provide may be used for purposes other than that for which it was originally collected (*sec. 15.04(1)(m), Wis. Stats.*).

The undersigned, authorized to act on behalf of the applicant, hereby certifies that this is a true, complete and accurate application for license pursuant to *sec. 98.18, Wis. Stats.*

SIGNATURE OF APPLICANT

POSITION/TITLE

DATE

TURN OVER TO COMPLETE REVERSE SIDE OF APPLICATION

SCALE BUSINESS

DEVICES TESTED	SERVICE COMPANY ACTIVITY (Check All That Apply)	
<input type="checkbox"/> Medium Capacity Scale	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> Retail Computing Scale	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> Livestock Scale	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> Vehicle Scale	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> Railroad Track Scales	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> Belt Conveyor	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test

METER BUSINESS

DEVICES TESTED	SERVICE COMPANY ACTIVITY (Check All That Apply)	
<input type="checkbox"/> Retail Motor Fuel/Liquid	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> Terminal/Petroleum Loading Rack Meters	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> LPG Meters	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> Vehicle Tank Meter	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> Agrichemical/Mass Flow Meters	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> CNG Meters	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test

OTHER BUSINESS

<input type="checkbox"/> Dairy Equipment/Farm Milk Tank	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> Timing Devices	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> Weights	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test
<input type="checkbox"/> Other (list)	<input type="checkbox"/> Install Only	<input type="checkbox"/> Install/ Service/Test

ADDITIONAL BUSINESS LOCATIONS TO BE COVERED UNDER THIS LICENSE (Attach additional pages if necessary)

CONTACT PERSON:	PHONE: () -	FAX: () -	EMAIL:	
ADDRESS STREET	CITY		STATE	ZIP
CONTACT PERSON:	PHONE: () -	FAX: () -	EMAIL:	
ADDRESS STREET	CITY		STATE	ZIP
CONTACT PERSON:	PHONE: () -	FAX: () -	EMAIL:	
ADDRESS STREET	CITY		STATE	ZIP
CONTACT PERSON:	PHONE: () -	FAX: () -	EMAIL:	
ADDRESS STREET	CITY		STATE	ZIP
CONTACT PERSON:	PHONE: () -	FAX: () -	EMAIL:	
ADDRESS STREET	CITY		STATE	ZIP

REGISTERED TECHNICIAN(S) INFORMATION (Attach additional pages if necessary)

Registered Name(s)	Birthdate	Device on Which Certified	Date Certified	Security Seal Identifier
	/ /		/ /	
	/ /		/ /	
	/ /		/ /	
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	/ /		/ /	