NMDA
New Mexico Department of Agriculture

NEW MEXICO DEPARTMENT OF AGRICULTURE
DIVISION OF STANDARDS AND CONSUMER SERVICES

Full Service Establishment Registration Application
Commercial Weights and Measures Service Establishment

This application must be completed by each individual, partnership, company, corporation, society or association which operates a business as a service establishment for commercial weighing and measuring devices. The completed application must be accompanied by an establishment registration fee of **$150** and also by a service technician registration fee of **$50** for each employee of the service establishment who will be doing service work on commercial weighing and measuring devices. If the complete application for renewal of registration is not filed prior to the expiration date of the current registration, a late registration fee of **$100** shall be charged in addition to the annual registration fees.

☐ **New Application** ☐ **Renewal** ☐ **Adding Technician(s)** License No._____

Name of Establishment: _____

Name of Principle Officer: _____

Telephone Number: _____

Alternate Number: _____

Email: _____

☐ Check if same as mailing address

Mailing Address: _____
City: _____
State: _____
Zip: _____

Physical Address: _____
City: _____
State: _____
Zip: _____

As Principal Officer of the establishment named above, I hereby apply for registration as a commercial service establishment for the purpose of conduction the business of repairing, reconditioning, servicing and/or installing commercial weighing and measuring devices in the State of New Mexico. This establishment will abide by the applicable rules and regulations of the Board of Regents of the New Mexico State University that have been or may be adopted under the Weights and Measures Law (Chapter 57, Article 17, Section 1 through 19, NMSA 1978). I certify that the employees of this establishment who will be doing the work are competent to repair, recondition, service or install the devices indicated on the reverse side of this application

Signature of Principal Officer _____

DIVISION OF STANDARDS AND CONSUMER SERVICES
MSC 3170, Box 30005
Las Cruces, New Mexico 88003-8005
Telephone: (575)646-1616 Fax: (575)646-2361

*Due to sensitive information provided
please print and mail application

NEW License Application Requirements

- ☐ License Application
- ☐ List of technicians, Social Security number required
- ☐ Current calibration reports for test standards
- ☐ **Fees-** $150.00 establishment plus $50.00 for each technician.
- ☐ Notarized Corporate Surety Bond or Certificate of Deposit payable to the New Mexico Department of Agriculture

License RENEWAL Requirements

- ☐ List of current technicians, social security number required for new technicians.
- ☐ Current calibration reports for test standards
- ☐ **Fees**- $150.00 establishment plus $50.00 for each technician (Include $100.00 late fee if received after expiration of current license)
- ☐ Notarized bond or Continuation Certificate of existing bond or Certificate of Deposit

ADDING New Technician

- ☐ Name of technician, Social Security number required
- ☐ **Fees-** $50.00 for each new technician

NOTE: Technician license will expire with establishment license

List below the names and Social Security numbers of all services technicians associated with this establishment who will be installing, servicing, repairing and/or reconditioning, commercial weighing and measuring devices. A fee of **$50** must be paid for each registered service technician. We cannot accept Social Security numbers via email. It is in violation of *policy 15.41.*

Technician (First, Last Name)	Social Security Number	Technician (First, Last Name)	Social Security Number

Other individuals may be registered at a later date by notifying the New Mexico Department of Agriculture and submitting the name, Social Security number and the registration fee of $50 for each new service technician

Class of Registration (check all that apply)

Scales:

PS ☐ Precision scales (Class I and Class II)

SS ☐ Small scales (Up to 1,000 lbs.)

MS ☐ Medium scales (Over 1,000 lbs. but less than 10,000 lbs.)

LS ☐ Large scales (10,000 lbs. and over)

Testing Standards:

Attach calibration reports for all field standards to be used in servicing commercial devices in New Mexico. Registration Class "LS" requires sufficient test standards to provide adequate testing to used capacity.