



**NEW MEXICO DEPARTMENT OF AGRICULTURE
DIVISION OF STANDARDS AND CONSUMER SERVICES**

**Limited Service Establishment Registration Application
Commercial Weights and Measures Service Establishment**

This application must be completed by only those individuals desiring registration as a "**Limited Service**" 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:

Physical Address:

City:

City:

State:

State:

Zip:

Zip:

As Principal Officer of the establishment named above, I hereby apply for registration as a "**Limited Service**" 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. I understand that registration as a "**Limited Service**" establishment does not convey the privilege of servicing or repairing devices owned by others.

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 current technicians,
Social Security number required

Current calibration reports for
test standards

Fees-
\$150.00 establishment plus
\$50.00 for each technician

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)

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 |
|-------------------------------|------------------------|-------------------------------|------------------------|
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****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.