



California Department of Food and Agriculture  
 Division of Measurement Standards  
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## HOW / WHEN TO MAKE CHANGES

### **ADD and/or DELETE AGENTS using a copy of your current Service Agency Registration Certificate**

*[CA Business and Professions Code Section 12532(c)]*

#### **If you are adding an agent(s):**

- Write the agent's name and license number on a copy of your current Service Agency Registration Certificate
- Mail copy and appropriate fees to Division of Measurement Standards (DMS)
- Do not fax or email your changes – no changes can be made until all required fees have been received
- A \$25.00 fee is required for each agent added .....*[CA Business and Professions Code Section 12535(a)]*

#### **If you are deleting an agent(s):**

- Cross out the agent's name and submit to DMS via fax or mail.

### **ADD and/or DELETE ADDITIONAL MAINTENANCE LOCATIONS to your Registration Certificate**

*[CA Business and Professions Code Section 12535(a)]*

#### **Adding an additional location(s) requires:**

- A new application with Section 7 completed (*use page 2 if necessary*).
- A \$100.00 fee for each location.....*[CA Business and Professions Code Section 12535(a)]*
- A copy of your current Service Agency Registration Certificate.

#### **Changing Principal/Primary Location:**

- No fees are required. Submit an updated application by email, mail or fax.

#### **Deleting an additional location requires:**

- Cross out the location on your current Service Agency Registration Certificate and fax or mail to DMS.

**Important Note:** You can't add and delete a location in equal exchange or receive credit for the deleted location.

**IDENTIFICATION OF SERVICE AGENCY WORK SHALL AGREE EXACTLY WITH THE NAME ON SERVICE AGENCY REGISTRATION CERTIFICATE** .....*[CA Code of Regulations 4085(a)]*

### **WHAT IF THERE IS A CHANGE OF LEGAL STATUS**

*[CA Business and Professions Code Section 12532(g)]*

#### **For example:**

- Selling or merging with another company.
- Changing sole ownership, partnership, or corporate status (i.e., sole ownership to LLC).

#### **Prior to the change, you will need to:**

- Cancel your current registration by completing a Service Agency Cancellation Form.
- Complete a new application with your updated information. If you are "doing business as" (dba), submit a "Fictitious Business Name Statement."
- Submit appropriate fees .....*[CA Business and Professions Code Section 12535(a)]*
- Do not fax or email your changes – no changes can be made until all required fees have been received.
- **Important Note:** A company name change does not require any fees. Complete a new application, include your current registration number in the box at the top of the form, along with a brief note that the change is a name change only, and fax or email the updated application.

### **Forms, Resources and Payment information**

Please use the following link to locate the necessary documents on our website (Application Form, Cancellation Form, Agent Study Guide, Placed in Service Report, RSA Laws and Regulations, Listing of Calibration Sources, etc.):

<http://www.cdfa.ca.gov/dms/programs/rsa/rsa.html>

**Make check payable to "CDFA 52004" and remit to "Cashier, P.O. Box 942872, Sacramento, CA 94271-2872**