



Division of Measurement Standards (DMS) Weighmaster Licensing

FREQUENTLY ASKED QUESTIONS (REV.09/18)

What is a Weighmaster?

A person who, for hire or otherwise, weighs, measures, or counts any commodity and issues a statement or memorandum of the weight, measure, or count that is used as the basis for either the purchase or sale of that commodity or charge for service.

Why do I need a fictitious name statement?

Every person doing business for profit under a fictitious name must file a “Fictitious Business Name Statement” form with your local County Clerk’s office within 40 days of commencement of business (*Business and Professions Code Section 17910*). The purpose of filing a fictitious name statement is to make available to the public and creditors the identities of people doing business for profit in the State of California.

What are the fees for a Weighmaster License?

Principal fixed location	\$ 75.00
Additional fixed location	\$ 30.00
Operating at non-fixed location	\$ 200.00
Deputy Weighmasters	\$ 20.00
Junk Dealer/Recycler location	\$ 500.00

Who can be a Deputy Weighmaster and is there an age limit?

A Weighmaster may employ any person to act for them as a Deputy Weighmaster and shall be responsible for all acts performed by that person. There is no age limit.

Is there a test required to become a Deputy?

No. However, training is offered by DMS. Other resource include a [Self Help Exam](#) and [Weighmaster/Deputy Requirements Handout](#) that may be downloaded for use.

How long is a Weighmaster License valid?

Licenses are valid for one year and must be renewed annually. The expiration date of the license is stated on the front of the license and it is the licensee’s responsibility to ensure that the license is renewed before license expiration date. As a courtesy, DMS staff will mail the renewal application four (4) weeks in advance of the renewal date; however, it is licensee’s responsibility to maintain a valid mailing address with DMS to receive the renewal application.

How do I renew my license?

NEW ONLINE SERVICES! The licensee may now renew its license through the [Weighmaster Public Licensing Portal](#).

By Mail: The licensee may return the renewal application, payment and any additional documents by mail. If you did not receive a renewal form, you may mail a copy of your Weighmaster License with fees to DMS. You may also complete a [Weighmaster License Application](#) form to submit to DMS.

I paid for my renewal. When can I expect a copy of my license?

License information must be verified by DMS staff and may take up to three weeks.

How will my license be sent to me?

NEW ONLINE SERVICES! Licensees may sign up for online services through the [Weighmaster Public Licensing Portal](#). Once signed up to receive online services, the license will be electronically mailed to the email address listed on the license. Otherwise, licenses will be delivered via USPS to the mailing address listed on the License Application.

Can you email me a copy of my license?

Yes, if the licensee is signed up for online services through the [Weighmaster Public Licensing Portal](#).

Can I make changes to my license any time?

Yes, licensees may make changes anytime through the [Weighmaster Public Licensing Portal](#).

How do I cancel my license?

Print and complete the [Weighmaster Cancellation Form](#) and send to DMS for processing. When a license is cancelled, the licensee must inform DMS of the following:

- Where the used certificates will be stored. Certificates must be stored for four (4) years from date of issue.
- How and when blank Weighmaster Certificates are destroyed.

How do I add/delete or change deputies?

NEW ONLINE SERVICES! The licensee may make deputy changes through the [Weighmaster Public Licensing Portal](#) at any time. If adding deputies online, a deputy may begin signing Weighmaster Certificates once the licensee has received a submission confirmation from the Licensing Portal.

By Mail: Begin with a copy of the current Weighmaster License.

- To add and/or make corrections to current deputies, legibly write the name(s) you want to add/or any corrections on the copy of the license. If adding additional deputies, \$20 is required for each deputy position added.
- To delete deputies, strike through the deputy name you want to delete and email the license to dms@cdfa.ca.gov or mail it to DMS.

You may add/delete the same number of deputies at no charge.

Deputies may begin signing Weighmaster Certificates on the date the license is postmarked and sent to DMS. Do not fax changes.

I made a change to my deputy list. When can I expect a revised copy of my license?

Changes to your license must be verified by DMS staff and may take up to three (3) weeks.

When can my added deputies issue Weighmaster Certificates?

If adding deputies through the Weighmaster Public Licensing Portal, a deputy may begin signing Weighmaster Certificates once the licensee has received a submission confirmation from the Licensing Portal.

If deputies were added via mail and accompanied with the required fees, they may begin signing Weighmaster Certificates on the date the license is postmarked and sent to DMS.

How do I add/delete locations?

NEW ONLINE SERVICES! The licensee may make location changes through the Weighmaster Public Licensing Portal at any time.

By Mail:

- To add a location, the licensee must complete and submit:
 - Pages 1, 2, and 4 of the Weighmaster License Application.
 - \$30 per added location.
 - A copy of the current year's license.

Weighing cannot begin until the application and proper fees are submitted. Once submitted, weighing may begin on postmark date.

- To delete a location, use a copy of the current year's license and strike through the location you want to delete. Email the copy to dms@cdfa.ca.gov or mail it to DMS.
Note: All Weighmaster Certificates issued at this location must be stored for four (4) years.

A licensee who adds and deletes a branch location cannot receive credit for, or be equally exchanged for, the deleted branch.

Can I fax a request to make updates?

No, facsimiles (fax) are no longer accepted as a method to update a license.

Can I make a payment by phone?

No, phone payments are not accepted.

The licensee can make payment through the Weighmaster Public Licensing Portal at any time.

What additional information is needed for a Junk Dealer Recycler (JDR)?

JDRs must submit the following before a license is issued:

- Current business license for each location.
- Current list of Deputy Weighmasters.
- E-mail address where Scrap Theft Alerts are received.

- Declaration that the JDR has applied for a required Storm Water Permit or proof that a permit is not required.
- Declaration that thumbprinting and photographic equipment is available if purchasing non-ferrous metals as described in BPC Section 21608.5.