



DEPARTMENT OF FOOD AND AGRICULTURE

Division of Measurement Standards (DMS)

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HOW TO

ADD/DELETE DEPUTIES using a copy of your current year's Weighmaster License:

(California Business & Professions Code, Division 5, Chapter 7, Sections 12703, 12704, 12710 & 12710.5)

- You may add/delete the same number of deputies at no charge. Make changes on a copy of a current year's license & mail, fax or E-mail. Deputies may begin signing on the postmarked date, faxed date, or E-mail date.
- Deleting a deputy: draw a **pencil** line through name. Additions/corrections: **Legibly write** the added/correct name on license.
- If you are adding deputies and **not** deleting deputies, **\$20** is required for each deputy added. (**Do not fax changes, when fees are necessary.**) Deputies may begin signing on date fees are **mailed** to DMS and not before.

ADD/DELETE/CHANGE BRANCH LOCATIONS using the Weighmaster Application:

(California Business & Professions Code, Division 5, Chapter 7, Sections 12703 & 12704)

- You cannot add and delete a branch in equal exchange or receive credit for the deleted branch location.
- To change a principal location: Complete the principal weighing location section #8 of the application & submit with **\$30** in fees.
- Adding or changing an additional location: Complete the additional weighing location section #8a of the application. Submit **\$30** for each location. Send fees & application with a copy of current Weighmaster License.
- Weighing cannot take place until the application and proper fees are submitted (postmark date).
- To delete a location, mark through location on license and fax or mail to DMS. The location will remain on license as "Inactive" until next renewal notice is issued.

WHAT IF

ENTITY CHANGE* (California Business & Professions Code, Division 5, Chapter 7, Sections 12703, 12704 & 12705)

Examples:

- Selling or merging with another company (If merging: Submit a 'Certificate of Merger' from Secretary of State along with new application and fees.)
- Changing sole ownership, partnership or corporate status (i.e. sole ownership to LLC).

Prior to change you need to:

- Cancel your current license by completing a cancellation form.
- Fill out application with your updated information.
- If you are "doing business as (dba)"** submit a 'Fictitious Business Name Statement'. Refer to the website for additional information.
- If Incorporated, LLC, LP, LLP, Refer to the California Business Portal of Secretary of State website for proper listing: <http://kepler.ss.ca.gov/list.html>. For frequently asked questions, definitions, & business codes: Refer to <http://www.ss.ca.gov/business/business.htm>
- Submit appropriate fees.
- Weight Certificates must be printed to reflect the name of the principal weighmaster as it appears on the license. Submit a draft copy of weight certificate before printing with the application.

*A Corporate name change requires a copy of the amendment to the Articles of Incorporation with date filed. No fees required for this change.

**A (dba) name change does not require fees. Fax or mail a copy of a new 'Fictitious Business Name Statement' with a copy of your weighmaster license with old name crossed out.

WHERE IS

- Application Form
- Certificate Requirements
- Cancellation Form
- Deputy Instructions
- Common Tare Notice
- Fictitious Business Name Info
- Weighmaster Laws & Regulations

Go to Website: <http://www.cdfa.ca.gov/dms/InfoGuides/WM.htm>

SEND FEES DUE

Make Check payable to: CDFA 54001 Remit to: Cashier, PO Box 942872 • Sacramento, CA 94271-2872

Take the *Deputy Weighmaster Self Help Exam* at: <http://www.cdfa.ca.gov/dms/pdfs/PubScaleDeputyQuiz.pdf>