DEPARTMENT OF FOOD AND AGRICULTURE
Division of Measurement Standards (DMS)
6790 Florin-Perkins Rd., Ste. 100 • Sacramento, CA 95828-1812
Phone #: (916) 229-3040 • Fax #: (916) 229-3055 • E-Mail Address: dms@cdfa.ca.gov • Website: http://www.cdfa.ca.gov/dms

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

Rev. 12/05