DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

Weights & Measures Device Registration Application

For Registration Period October 1, 2013 - September 30, 2014

Weights & Measures Registration & Inspection Certificates are required by the DC Regulation & Inspection of Weighing & Measuring Devices Amendment Act of 2004 -- for all Universal Product Code (UPC) scanners, pharmaceutical balances, scales used in dialysis clinics, and commercially-used weighing and measuring devices.

DCRA's Office of Weights & Measures ***inspects these devices twice a year*** to make sure they are properly calibrated and accurate.

If you're a ***new business*** or if you have ***new weighing or measuring devices*** you must have your devices inspected before you use them.

You must ***register your device(s) every year***. The registration cycle runs from October 1 to September 30. ***There's a $2000 fine*** if you use a device before it's inspected or before it's registered; and a ***late fee of $250*** if you don't renew by the October 1 deadline.

DCRA will mail your renewal notice to the address you gave in Box 5. ***You must notify DCRA, in writing***, of any change in address, ownership, or contact information. *Even if you don't get a renewal notice you're responsible for renewing on time.*

Certificates and device registration are not transferable: *if you move your business or add a new device, you must register for the new location and/or the additional device.*

If you amend your certificate (add a device), you must surrender (return) the original certificate.

Directions

You can fill in a paper application; or you can download the application under **Weights & Measures,** at dcra.dc.gov, fill it in on your computer, and print it out. Complete and sign an application *for each business location.*

You can mail this application, your payment (payable to DC Treasurer), and your *Clean Hands Self–Certification Form* to: Department of Consumer and Regulatory Affairs, PO Box 96081, Washington DC 20090.

You may Walk-In your application and payment to the Business License Center, 1100 4th Street SW, 2nd Floor. Do not mail materials to this address. If you have questions call the Business License Center at (202) 442-4311.

1. Business name	2. Trade name, if you use one or plan to use one (must be registered)
3. Complete business address where devices are used	4. Full name of owner or contact person
5. Billing address, if it is different	6. Type of business

7. Basic Business License number, if applicable	8. Certificate of Occupancy number for business	9. Phone

FEE CALCULATION

CLASS	DEVICE TYPE	FEE/DEVICE (Y)	# DEVICES (Z)	AMOUNT (Y) x (Z) = Total
A	Scales 0 - 100 lbs (maximum per location $900)	$75		
B	Scales 101 – 2,000 lbs	$200		
C	Scales 2,001– 20,000 lbs	$500		
D	Vehicle Scales	$1,500		
E	Hopper Scales	$250		
F	Jewelers Balances	$75		
G	Prescription Balances (Electronic / Mechanical)	$75		
H	Bulk Petroleum Fuel Meters	$250		
I	Compressed Natural Gas (per meter)	$250		
J	Liquefied Petroleum Gas Meters ¾ inch diameter or less	$250		
K	Liquefied Petroleum Gas Meters greater than ¾ inch	$375		
L	Retail Engine Fuel Meters	$60		
M	Universal Product Code (UPC) Scanners (per unit)	$25		
N	Yard Sticks / Tape Measures	$25		
O	Wire / Cordage Measures	$50		
			Total device fees	
			Penalty for late registration ($250, if applicable)	
			Total Payment	

I hereby submit this application and payment for registration of all commercially used weighing and measuring devices that I am using and have listed above.

Signature of applicant_____ Date_____

Check one:
- ☐ New Application
- ☐ Application for More Devices
- ☐ Renewal Application

OFFICIAL USE ONLY

Amount Received #..... Check # …… Clerk…… Date ……

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

Clean Hands Self-Certification for Weights & Measures Device Registration

Directions

Read this form carefully before you sign it. The DC government will not issue or reissue any certificate, license or permit to any applicant who owes more than $100 in outstanding debt to the District.

You must complete and submit this form with any application for a certificate, license or permit or renewal as required by the Clean Hands Before Receiving a License or Permit Act of 1996, effective May 11, 1996 (DC Law 11-118, DC Code (DCOC) § 47-2861 et seq.) as amended, effective October 21, 2000 (DC Law 13-183, § 2(b), DCOC § 47-2861 et. seq.).

I, _____, as _____, certify
(Print Name) (Owner/Partner/Corporate Officer/Employee)

that _____, trading as _____
(Business Name) (Trade Name)

at _____, using business tax
(Address)

#_____, as of this date, does not owe more than $100 in outstanding debt to the District of
(FEIN/SSN)

Columbia government as a result of:

1. Fines, penalties or interest assessed under the Litter Control Administration Act of 1985, effective March 25, 1986 (DC Law 6-100; DCOC § 8-801 (et. seq.) (2001 ed.); or
2. Fines, penalties or interest assessed under the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (DC Law 10-117; DCOC § 8-901 (et. seq.) (2001 ed.); or
3. Fines, penalties or interest assessed under the DCRA Civil Infraction Act of 1985, effective October 5, 1985 (DC Law 6-42; DCOC § 2-1801.01 (et. seq.) (2001 ed.); or
4. Past Due Taxes owed to the Office of Tax and Revenue pursuant to Title 47 of the DCOC ; or
5. Past due DC Water and Sewer Authority service fees under Title 34 Chapter 22 and 24 of the DCOC (2001 ed.); or
6. Fines, penalties or interest assessed pursuant to the Traffic Adjudication Act, Title 50 Chapter 23 of the DCOC (2001 ed.).

I understand that a signed and dated *Clean Hands Self Certification Form* (*Clean Hands Form*) is required as documentation to accompany my application for a certificate. I understand that by completing and submitting this form I am not guaranteed that my certificate, license or permit will be approved.

I understand that the Department of Consumer and Regulatory Affairs (DCRA) may conduct an investigation to find out if what I have written in this *Clean Hands Form* is true.

I understand that if I knowingly provide false information on this *Form*, DCRA will immediately revoke each certificate for which I am applying and fine me $1,000.

_____ _____ _____
(Signature and Title) (FEIN/SSN) (Date)