

**INSTRUCTIONS FOR COMPLETING THE DEVICE LICENSE APPLICATION/PLACED-IN-SERVICE REPORT...**

*NOTE: This form may be completed by the commercial device Owner/Licensee or a Registered Service Representative (RSR). If a commercial device requires calibration and/or sealing before it may be placed into commercial use, an RSR shall be the person authorized to perform this service and complete the form. All commercial devices licensed within the State of Arizona shall comply with the requirements outlined in the Arizona Revised Statutes (A.R.S.) Title 3, Chapter 19, Arizona Administrative Code (A.A.C.) Title 3, Chapter 7, and NIST Handbook 44.*

**BUSINESS INFORMATION...**

1. Provide the BUSINESS NAME, PHYSICAL ADDRESS, and names of the LOCATION CONTACT PERSON(S). Please indicate the BMF # of the location if one has previously been issued.
2. Provide the OWNER/LICENSEE NAME and BILLING information. The LOCATION E-MAIL address provided will be automatically enrolled to receive license renewal notifications and invoices. If an e-mail address is not provided, renewal notifications and invoices will be sent via U.S. Mail to the BILLING ADDRESS.
3. If the OWNER/LICENSEE is an INDIVIDUAL, a Statement of Lawful Presence form must be completed and submitted to the Division along with the Device License Application. This form is available online at: <https://agriculture.az.gov> using the FORM FINDER provided at the bottom of the page.
4. If a Registered Service Agency (RSA)/Registered Service Representative (RSR) installs, repairs, or removes the device, the REGISTERED SERVICE AGENCY, RSA #, and RSR # information boxes must be completed.

**DEVICE INFORMATION:**

1. Indicate the DEVICE TYPE using the buttons provided on the form.
2. If the device is calibrated and certified by an RSR as part of the installation or repair, the RSR must note the SERIAL NUMBERS of test equipment used to calibrate the commercial device(s) in the "SERIAL #'s OF RSA EQUIPMENT USED FOR DEVICE CERTIFICATION" box.
3. Using a separate line for each device, complete the device information. SERVICE CODE, FEE CODE (a list of fee codes is included with this application), and SERIAL NUMBER are required for each device noted on the form. The NTEP (National Type Evaluation Program) or CTEP (California Type Evaluation Program) certificate number must be provided for devices placed into service after January 1, 1975. Timing devices such as car wash machines, laundry dryers, and compressed air machines as well as linear measuring devices do not require an NTEP/CTEP certificate number. A TAG NUMBER is required for all devices being repaired because of enforcement action taken by the Division.

**SUBMITTING THE DEVICE LICENSE APPLICATION/PLACED-IN-SERVICE REPORT:**

1. The Owner/Licensee and RSR (if applicable) must sign and date the form.
2. Completed forms must be sent to the Division within 7 calendar days of the service date. Forms may be e-mailed to [dwm@azda.gov](mailto:dwm@azda.gov) (preferred), sent by fax to **602-542-0466**, or sent to the mailing address provided at the top of the form.
3. Additional forms may be used when there are more than 10 devices. Please note the total number of pages in the space provided on the top right corner of the form.
4. Forms may be rejected by the Division for incomplete and/or incorrect information.

**VIOLATIONS/ENFORCEMENT ACTION:**

The device Owner/Licensee is responsible for the accuracy of the commercial device. A civil penalty may be issued under A.R.S. § 3-3475 to the Owner/Licensee if the device does not comply with A.R.S, A.A.C., or NIST Handbook 44 requirements. A civil penalty may be issued to the RSR if this form is incomplete, incorrect, or not submitted to the Division within the required timeframe.

**PURSUANT TO A.R.S. § 41-1079, THE FOLLOWING INFORMATION IS PROVIDED TO THE OWNER/LICENSEE OF A COMMERCIAL DEVICE...**

A license is required for any device as defined by A.R.S. § 3-3401(13). The license must be obtained within 30 days following the first day of commercial use for original installations of each device. On transfer of a license, new licensees shall notify the Division by submitting the CHANGE OF OWNERSHIP form available at <https://agriculture.az.gov> using the FORM FINDER provided at the bottom of the page. NTEP-approved devices shall be the only devices allowed for commercial use. To check if a device has an active NTEP Certificate of Conformance visit the following website: [ncwm.com/ntep-certificates](http://ncwm.com/ntep-certificates)

The Device License Application/Placed-In-Service Report must be completed and signed by the Owner/Licensee and submitted to the Division within 7 calendar days of the service date. A Registered Service Representative or Division Investigator may complete the license application detail for the Owner/Licensee, however, the Owner/Licensee must sign the application acknowledging accuracy of the information and certifying to abide by pertinent laws and administrative rules. The Division will review and process the application according to the licensing time frame rules provided below. The Owner/Licensee will be billed for the license fee of each device and must remit the amount in full prior to the license being issued.

**COMMERCIAL DEVICE LICENSING TIMEFRAMES (A.A.C. Title 3, Chapter 7, Article 1, Table 1):**

AUTHORITY	ADMINISTRATIVE COMPLETENESS REVIEW	RESPONSE TO COMPLETION REQUEST	SUBSTANTIVE REVIEW	RESPONSE TO REQUEST FOR ADDITIONAL INFORMATION	OVERALL TIME-FRAME
A.A.C. R3-7-201	14 days	28 days	30 days	30 days	44 days

**AGENCY CONTACTS:**

AZDA Licensing: **602-342-3282** or [dwm@azda.gov](mailto:dwm@azda.gov) | Technical & Compliance Questions: **602-542-4373, option 4** or [dwm@azda.gov](mailto:dwm@azda.gov) | State Ombudsman: **602-277-7292**



**FEE CHART**  
**ARIZONA DEPARTMENT OF AGRICULTURE**  
**WEIGHTS AND MEASURES SERVICES DIVISION**

(rev. 01/2023)

<b>SCALES - A.R.S. § 3-3452(A)</b>				<b>LPG/CNG METERS - A.R.S. § 3-3452(A)</b>		
FEE CODE	DESCRIPTION	ANNUAL FEE	FEE CODE	DESCRIPTION	ANNUAL FEE	
001	Max capacity: 0-500 lb	\$12	027	Small bottle filling meter (bottle dock)	\$24	
002	Max capacity: 501-2,000 lb	\$18	028	Motor fuel dispenser, non-compensating	\$24	
003	Max capacity: 2,001-7,500 lb	\$36	029	Motor fuel dispenser, temperature compensating	\$48	
104	Max capacity: 7,501-20,000 lb	\$80	030	Motor fuel dispenser, key lock	\$48	
004	Max capacity: 20,001-60,000 lb	\$120	031	3/4" to 1" meter, non-compensating	\$48	
005	Max capacity: Greater than 60,000 lb	\$180	032	1 1/4" to 1 3/4" meter, non-compensating	\$72	
<b>LIQUID MEASURING DEVICES (other than LPG) - A.R.S. § 3-3452(A)</b>			033	2" or larger meter, non-compensating	\$72	
FEE CODE	DESCRIPTION	ANNUAL FEE	034	1 1/4" to 1 3/4" meter, temperature compensating	\$90	
006	Max flow rating: 0-12 gpm*	\$12	035	2" or larger meter, temperature compensating	\$96	
007	Max flow rating: 13-150 gpm	\$36	036	3/4" to 1" meter, temperature compensating	\$54	
008	Max flow rating: 151-500 gpm	\$90	040	CNG meter	\$48	
009	Max flow rating: 501-1,000 gpm	\$138	<b>OTHER DEVICES - A.R.S. § 3-3452(A)</b>			
010	Max flow rating: Greater than 1,000 gpm	\$168	FEE CODE	DESCRIPTION	FEE	
*gpm = gallons per minute			300	Mechanical or electric counting device	\$12	
<b>MOTOR FUEL DISPENSERS (other than LPG) - A.R.S. § 3-3452(A)</b>			301	Linear measuring device	\$12	
<i>Gasoline dispensers outside of Area A, and non-gasoline dispensers (including diesel exhaust fluid) statewide</i>			302	Mechanical or electric time measuring device	\$12	
FEE CODE	# OF METERS OR BLENDING VALVES	\$15 PER METER OR BLENDING VALVE	ANNUAL FEE	<b>PUBLIC WEIGHMASTER - A.R.S. § 3-3452(C)</b>		
011	1	x \$15 =	\$15	FEE CODE	DESCRIPTION	ANNUAL FEE
012	2		\$30	050	Public Weighmaster	\$48
013	3		\$45	048	Deputy Public Weighmaster	No fee
014	4		\$60	053	Limited Weighmaster	No fee
015	5		\$75	<b>RSA/RSR - A.R.S. § 3-3452(C)</b>		
016	6		\$90	FEE CODE	DESCRIPTION	ANNUAL FEE
017	7		\$105	051	Registered Service Agency	\$24
018	8		\$120	052	Registered Service Representative	\$4.80
<i>Gasoline dispensers within Area A</i>			<b>GASOLINE VAPOR RECOVERY - A.R.S. § 3-3452(C)</b>			
FEE CODE	# OF METERS OR BLENDING VALVES	\$30 PER METER OR BLENDING VALVE	ANNUAL FEE	FEE CODE	DESCRIPTION	FEE
211	1	x \$30 =	\$30	056	Area A - Stage I Authority to Construct	\$250
212	2		\$60	057	Area B - Stage I Authority to Construct	\$250
213	3		\$90	<b>STATE METROLOGY LABORATORY - A.R.S. § 3-3416(H)</b>		
214	4		\$120	FEE CODE	DESCRIPTION	FEE
215	5		\$150	053	Metrology Certification	\$110/HOUR (min. \$50)
216	6		\$180	<b>PUBLIC RECORDS REQUEST - A.R.S. § 39-121.01(D)(1)</b>		
217	7		\$210	<i>Requests for non-commercial purposes</i>		
218	8		\$240	FEE CODE	DESCRIPTION	FEE
<b>Other motor fuel dispenser fees</b>			060	Photocopies and computer printouts in excess of 10 pages*	\$0.25 per page	
FEE CODE	DESCRIPTION	ANNUAL FEE		CDs	\$10 per disc	
019	High volume meter: Max flow rating greater than 19 gpm (not including satellite)	\$15	*The fee for photocopies and computer printouts of 10 pages or less shall be waived			
020	Key lock, limited access w/ accumulators (fee per hose and nozzle)	\$22.50	<i>Requests for commercial purposes*</i>			
022	Remote indicator and/or control unit	\$22.50	060	Lists containing names and contact information	\$0.10 per name	
				Search costs	\$20/HOUR	
				Other	Varies	

**NOTICE:** For each 30 day period past the due date, a late payment penalty is imposed in increments of 20% of the original license fee. If all outstanding charges are not paid within 120 days of the due date, the license may be cancelled. It is a violation of Arizona Revised Statutes Title 3, Chapter 19 to operate a commercial device, or perform the duties of a public or deputy public weighmaster, registered service agency, or registered service representative without a valid license.



**ARIZONA DEPARTMENT OF AGRICULTURE  
WEIGHTS AND MEASURES SERVICES DIVISION**

Mailing Address: 1802 W Jackson St #78, Phoenix, AZ 85007  
 Physical Address: 1110 W Washington St, Suite 450, Phoenix, AZ 85007  
 Phone: 602-342-3282 Fax: 602-542-0466 E-mail: [dwm@azda.gov](mailto:dwm@azda.gov)  
 Web: [agriculture.az.gov](http://agriculture.az.gov) State Ombudsman: 602-277-7292

**DEVICE LICENSE APPLICATION  
PLACED-IN-SERVICE REPORT**

A.R.S. § 3-3414

PAGE \_\_\_ of \_\_\_

BMF # (for a new location write "NEW"):		BUSINESS NAME:			
PHYSICAL ADDRESS:			CITY:		ZIP CODE:
LOCATION CONTACT PERSON(S):				STORE # (if applicable):	
LOCATION E-MAIL:		PHONE:		FAX:	
OWNER/LICENSEE NAME:				BILLING PHONE:	
BILLING ADDRESS:			CITY:		STATE: ZIP CODE:
REGISTERED SERVICE AGENCY (if RSA is completing the application):				RSA #: RSR #:	

DEVICE TYPE	DEVICE SERVICE CODES	LOCATION CODES (Scales Only)	SERIAL #'s OF RSA EQUIPMENT USED FOR DEVICE CERTIFICATION:
Scales Fueling Device LPG Other	<u>R</u> :Repair <u>N</u> :New location with New Devices <u>A</u> :Add Device(s) <u>O</u> : Device(s) Removed <u>S</u> : Replacing Device(s) removed by others	<u>B</u> : Bakery <u>D</u> : Deli <u>M</u> : Meat Dept. <u>O</u> : Other <u>P</u> : Produce <u>R</u> : Register	

#	SERVICE CODE	FEE CODE	MANUFACTURER	MODEL	SERIAL #	NTEP/CTEP CERTIFICATE NUMBER	LOCATION CODE OR PUMP #	TAG #
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**OWNER/LICENSEE:** I will abide by Arizona law pertaining to device use and licensing specified in A.R.S. Title 3, Chapter 19, and am subject to civil penalty if a violation occurs (A.R.S. § 3-3475).

OWNER/LICENSEE NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE

**RSA/RSR:** I have complied with all Arizona legal requirements relating to the Division's RSA/RSR program and am subject to a civil penalty if a violation occurs (A.R.S. § 3-3475).

RSR NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE