West Virginia Division of Labor

Weights & Measures

570 MacCorkle Ave West
St. Albans, WV 25177

Phone: (304) 722-0602 Weights@wv.gov Fax: (304) 722-0605

Application for Service Agency Registration

SERVICE AGENCY NAME	ID NUMBER	DATE	
MAILING ADDRESS	CITY	STATE	ZIP
PHYSICAL ADDRESS	CITY	STATE	ZIP
EMAIL ADDRESS	PHONE NUMBER	FAX NUMBER	
CONTACT PERSON	TITLE	CELL PHONE NUMBER	

BUSINESS TYPE		DEVICE TYPE(S)						
		SCALES			FUEL METERS			
CORPORATION	☐	SMALL	☐	0 - 50 LBS.	20 GPM OR LESS	☐	OTHER ☐	PLEASE
LLC	☐	MEDIUM	☐	51 - 1,000 LBS.	21 GPM - 50 GPM	☐		LIST BELOW:
PARTNERSHIP	☐	LARGE	☐	> 1,000 LBS.	> 50 GPM	☐		
SOLE PROPRIETORSHIP	☐				PROPANE/LPG	☐		
					MASS FLOW	☐		

CURRENT TECHNICIANS

(Technicians must also register as a Service Person)

NAME (LAST, FIRST, MI)	NAME (LAST, FIRST, MI)

☐ I have enclosed a sample security seal. (***Only for NEW registrations***)

A. The listed person(s) is/are qualified to install, service and repair the devices with which they are being registered; **B**. The individual or agency possesses or has available for use, and will use, all necessary testing equipment & sufficient standards to adequately test devices as set forth in each applicable code in (NIST) Handbook 44; **C**. The following current publications are physically available in a central location for reference & use by service technicians (NIST) Handbooks 44, 112 and 130; **D**. The Agency and/or Person has full knowledge of all appropriate Weights & Measures laws, rules & regulations and orders; **E**. That all standards used have current calibrations and that copies of such calibration certificates are attached or on file at the Weights & Measures Office; and **F**. A sample of the security seal used by the Agency and/or Person is attached.

I hereby certify under the penalty of perjury that all information provided on this application is true to the best of my knowledge and belief and fully understand submitting false information may result in the rejection of my application or loss of my certification.

Name of CEO or Owner or Manager	Signature of CEO or Owner or Manager