Public Service Commission
State of North Dakota

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November 2017

REGISTERED SERVICE COMPANY ANNUAL PERMIT RENEWAL

Your Registered Service Company Annual Permit expires on December 31, 2017 (your annual calibration due date remains the same). Enclosed is the 2018 Application for Registration as a Registered Service Company. Please complete and return the application, along with the applicable items no later than December 20, 2017. **If you previously submitted calibration reports for 2017-18, you do not need to include the calibration reports with your application.**

It is the responsibility of the registered service company to ensure its standards are certified annually by a NIST-recognized metrology laboratory as provided for in N.D. Admin. Code Section 69-10-03-02. **After certification of the standards has been completed, the calibration reports must be filed with the Commission.**

Failure to maintain certification of the standards and submit the calibration reports to the Commission may result in the revocation of the registered service company permit as allowed by N.D. Admin. Code Section 69-10-04-03.

As a registered service company doing business in North Dakota, your corporation or trade name is required to be active and in good standing with the North Dakota Secretary of State.

If you have any questions, please contact me at 701-328-4070 or sbauske@nd.gov. Thank you.

Sincerely,

Shelly A. Bauske
Compliance Division

Enclosure

APPLICATION FOR REGISTRATION AS A REGISTERED SERVICE COMPANY

Public Service Commission
SFN 51277 (2/2014)

TYPE OR PRINT - AN INCOMPLETE OR ILLEGIBLE APPLICATION WILL BE REJECTED

Name of Company	**Email Address**	**Application Date**	
Mailing Address	**City**	**State**	**Zip Code**
Telephone Number	**Cell Phone Number**	**Fax Number**	

Select below all device types your company will certify:

Scales (include maximum capacity, if applicable)	**Liquid** (include maximum flow rate, if applicable)
☐ 1. Rail	☐ 1. Retail Fuel (less than 20 gal. per minute)
☐ 2. Truck	☐ 2. High Flow Retail Fuel (20 gal. per minute or greater)
☐ 3. Livestock	☐ 3. Vehicle Tank: Max. Flow Rate: _____
☐ 4. Hopper: Max. Capacity: _____	☐ 4. Stationary Bulk (fuel or oil): Max. Flow Rate: _____
☐ 5. Belt	☐ 5. LPG
☐ 6. Over 30 lbs.: Max. Capacity: _____	☐ 6. Stationary LPG
☐ 7. 30 lbs. or less	☐ 7. Fertilizer: Max. Flow Rate: _____
☐ 8. Class II **(indicate on your calibration report which weight kit is Class II certified)**	☐ 8. Chemical
☐ 9. Other: Please List:	☐ 9. Anhydrous
	☐ 10. Loading Rack
	☐ 11. Other: Please List:

List below all persons employed by your company as a North Dakota Registered Service Person and the device types they are registered to certify (attach a separate sheet to list additional employees):

Permit No.	**Employee**	**Device Types Registered to Certify (list using device type numbers from above)**
e.g. 1001	*e.g. John Doe*	*e.g. Scales – 2, 3, 6, 8; e.g. Liquid – 1, 2, 6*

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List below all field standards (attach current calibration reports):

Additional Application Items (initial where appropriate):

Standardized Test Report	_____ Copy enclosed _____ No change in report filed previously
Tested and Approved Sticker	_____ Copy enclosed _____ No change in sticker filed previously
Photocopy of Crimped Lead Wire Seal	_____ Copy enclosed _____ No change in crimped lead wire seal filed previously

Public Company Listing:

Include my company information on your registered service company list for public contact.
☐ Yes ☐ No

I am _____, and have authority to represent this company. By signing this application, I declare that I have examined this form and accompanying documentation, and to the best of my knowledge and belief, the facts stated and documentation provided is true, correct, and complete.

_____
Signature

Send Completed Application and Related Documents To:

Public Service Commission
600 E Boulevard Ave Dept 408
Bismarck ND 58505-0480
Telephone: (701) 328-2400
Fax: (701) 328-2410