

**INSTRUCTIONS FOR  
PUBLIC WEIGHER CERTIFICATE OF AUTHORITY APPLICATION  
FORM NO. RWM-702**

A public weigher may not weigh a commodity unless the weigher has obtained a certificate of authority from the department.

Public Weigher applicants must submit an original bond **WITH** the application for Certificate of Authority.

Public Weighers are required to obtain a bond for the duration of the two-year license in the amount of \$10,000, made payable to the State of Texas, and submit the original bond with the application. A form of Bond for a State Public Weigher can be downloaded from [www.TexasAgriculture.gov](http://www.TexasAgriculture.gov).

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**SECTION A**

**1. TYPE OF APPLICATION**

Check the box that identifies the application type. A new business application is for a business that has not previously held a TDA license. A change of ownership application is for a business that has been acquired from a previously licensed owner or an established business changing its business structure or ownership (see "Business Type" below). Provide the most recent license account number if known.

**2. BUSINESS TYPE**

Check the box that identifies your type of business. Once submitted, this information cannot be changed. Any change in business type requires a new application.

**3. CLIENT INFORMATION**

This information will be used to generate your license. Enter the full legal name of your business as it is registered with the Texas Secretary of State. If applicable, also enter an assumed name. For in-state businesses, except sole proprietors, provide a Comptroller Taxpayer ID. For out-of-state businesses, except sole proprietors, provide a Federal Tax ID.

Sole proprietors applying for this license must provide a Social Security Number to assist in child support enforcement. In the event the applicant does not have a Social Security Number, complete and attach Form OGC-001, affidavit of no Social Security Number, and provide a driver license number or state-issued ID number. Form OGC-001 is available on our website at [www.TexasAgriculture.gov](http://www.TexasAgriculture.gov) or upon request through U.S. mail. Failure to provide a Social Security Number or an affidavit of no Social Security Number will result in rejection of your application and a license will not be issued to you.

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## **SECTION B**

### **1. RESPONSIBLE PERSON INSTRUCTIONS (see form)**

#### **2. RESPONSIBLE OFFICER, PARTNER, MANAGER, OR OWNER**

Indicate name of person responsible for the business. For a corporation, the Responsible Person may be the President or Chief Executive Officer; for a limited liability company, the manager, managing member, or officer; for a limited or general partnership, the Managing Partner or General Partner; for a sole proprietorship, the owner; and for any other type of business, the appropriate manager, officer, board member or equivalent person. Enter contact information.

#### **3. RESPONSIBLE PERSON MAILING ADDRESS**

Enter the mailing address for the responsible person. Provide an internet address for the business if applicable.

**NOTE:** TDA prefers the Person to Contact identified in Section C to sign this application. Alternatively, the Responsible Person may sign this application.

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## **SECTION C**

### **1. PERSON TO CONTACT FOR LICENSE-RELATED MATTERS**

Enter the name and contact information for a person designated to discuss and answer questions about license-related issues.

All correspondence, licenses, and other documents will be sent to the Person to Contact at the email address listed in the application. Approximately 30 – 45 days in advance of the expiration date of the license or certificate, TDA will email a renewal invoice to the Person to Contact along with a login ID and password to access TDA's internet website. The Person to Contact will then be able to conduct business online, including viewing the licenses, making changes to company information, and renewing the licenses. A business can appoint one contact person to manage multiple licenses.

#### **2. MAILING ADDRESS**

Enter the address for the Person to Contact.

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## **SECTION D**

### **1. FACILITY INFORMATION – NAME OF LICENSEE**

Enter name of the facility.

#### **2. PHYSICAL ADDRESS OF LOCATION (WHERE WEIGHING WILL TAKE PLACE)**

Enter the actual physical street address of the weighing location, including directions to this location. Please do not enter a P.O. Box. This information will facilitate inspections of your business by TDA inspectors.

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## SECTION E

### 1. OUT-OF-STATE APPLICANTS ONLY

Check either the Texas Secretary of State or the “Other” box and enter the resident agent’s contact information. Only fill out the Resident Agent contact information if the Texas Secretary of State box is not checked. If the address provided in section A is out of state, agent information is required before a license can be issued.

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## SECTION F

### 1. PUBLIC WEIGHER FEE

Fee for a Public Weigher license is \$500.

A Public Weigher license is valid for two years from the date of issuance. **A public weigher license cannot be renewed.** Submit a new application two weeks prior to the expiration of your current public weigher license.

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## SECTION G

**NOTE: Texas Department of Agriculture accepts only checks, cashier's checks or money orders.**

### 1. PAYMENT

Check method of payment. Enter check number or money order number. Enter amount remitted.

Please remit to: The Texas Department of Agriculture, P.O. Box 12076, Austin, TX. 78711-2076.

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## SECTION H

### 1. SIGNATURE

After reading the summary, print, sign, and date the form. Your signature acknowledges that you have read the summary and that you are aware of your responsibilities regarding your certificate.

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## SECTION I

**Please note that an incomplete application may result in denial or delay in processing your application.**

### 1. CHECKLIST

Check all boxes to verify you have completed the application process and attached or enclosed all items requested in the application such as payment, applications and bond).