

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
DIVISION OF CONSUMER PROTECTION
OFFICE OF WEIGHTS AND MEASURES
PO BOX 526, RICHMOND, VA 23218-0526
EMAIL: owm@vdacs.virginia.gov

PHONE: (804) 786-2476 • FAX: (804) 786-1571 • www.vdacs.virginia.gov

12/2024

WEIGHTS AND MEASURES SERVICE TECHNICIAN CHANGE OF INFORMATION FORM ONLY
(PLEASE PRINT OR TYPE)

☐ **CHANGE OF APPLICANTS CONTACT INFORMATION** (Please fill out this section when making any changes):

VA SERVICE TECHNICIAN ID NO.: _____
(required)

TECHNICIAN NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ EMAIL: _____

Please check all the boxes and fill out the information that applies to your change in each section that applies:

☐ **CHANGE OF EMPLOYER INFORMATION:**

☐ Transferring to:

☐ Updating current employer information only:

COMPANY AFFILIATE INFORMATION

BUSINESS FEDERAL ID NO.: _____ VA SERVICE AGENCY PERMIT NO.: _____
(required)

BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ CONTACT PERSON: _____

E-MAIL: _____

If transferring to another business, please provide *the name and/or VA SERVICE AGENCY Permit No. of previous employer:*

☐ **CHANGE IN TECHNICIAN'S OPERATING RESPONSIBILITIES:** ☐ Adding ☐ Removing

	METERS:	SCALES:
POSITION OF WORK	BUSINESS TYPE	DEVICE CLASS
___ SALES	___ MOTOR FUEL DISPENSERS	___ SMALL CAPACITY SCALES (1,000 LBS OR LESS)
___ SERVICE	___ VEHICLE TANK METERS	___ LARGE CAPACITY SCALES (OVER 1,000 LBS)
___ BOTH	___ LP GAS METERS	___ RAILROAD TRACK OR BELT CONVEYOR
	___ BULK METERS	
___ INSTALLATION SERVICE (EVSE)	___ ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)	

☐ **CHANGE CERTIFICATION STATUS** (Please also fill out the "Change of Employer Information" section of this form also)

☐ REACTIVATE CERTIFICATION

☐ INACTIVATE CERTIFICATION

☐ **OTHER CHANGE NEEDED** (please describe on the line(s) below)

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

Please sign and return to EMAIL: owm@vdacs.virginia.gov and/or FAX: (804) 786-1571