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**DEPARTMENT OF AGRICULTURE
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1. Each Vehicle is to be weighed before a tare weight is recorded.
UNLAWFUL TO RECORD VERBAL TARE WEIGHTS
2. Tare weights are valid for 48 hours and for one transaction only.
3. **UNLAWFUL TO DO DOUBLE-DRAFT WEIGHING.**

CERTIFICATES

1. Certificates must be used and **filed** in a numerical order.
2. Complete signatures – **NO INITIALS.**
3. License number or vehicle company number must be recorded.
4. **UNLAWFUL** to issue incomplete certificates.
5. **ALL** copies of "VOID" certificates must be retained on file.
6. Completed certificates must be retained locally for three (3) years.
7. You may refuse to issue a certificate if a driver refuses to furnish all necessary information.
8. **UNLAWFUL** to issue certificates for axle weights – however, axle weight may be included on the certificate as long as there is a statement that states, "AXLE WEIGHTS ARE NOT CERTIFIED. ONLY GROSS AND/OR TARE WEIGHTS CAN BE CERTIFIED."
9. Weights may be handwritten if no printer is used in conjunction with recording device (indicator).
10. Issue one (1) certificate for tare weight and one (1) certificate for gross weight, or one (1) certificate for both weights with net weight calculated.
11. Make sure vehicles (IF APPLICABLE) are completely on scale, i.e., all tires completely on scale.
12. Nothing under 1,000 lbs. to be weighed on a truck scale (use vehicle as tare weight to get new weight of commodity if under 1,000 lbs.).
13. Keep all blank certificates out of reach of the general public.

**FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN SUSPENSION OR
REVOCAION OF YOUR PUBLIC WEIGHMASTER LICENSE.**