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DEPARTMENT OF AGRICULTURE

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2015

**NOTICE OF ANNUAL RENEWAL FEE FOR
REGISTERED SERVICE AGENT LICENSE**

Your annual Registered Service Agent (RSA) license fee is the amount of \$100 for each location and \$20.00 per agent is due on or before December 31st. Annual RSA certification is January 1 – December 31.

Registration applications and additional forms can be found on the Consumer Equitability website. http://agri.nv.gov/Protection/Weights_and_Measures/Registered_Service_Agency_Program/ for your convenience. Please note that it is required that EACH agent listed completed and sign the following forms:

- 1) Placed in Service Procedure (WM-RSA-02)
- 2) Report of Existence of Nevada Business License (WM-RSA-03)
- 3) Child Support Information (WM-RSA-04) Please note: ONLY Government Agencies: City, State and County employees are EXEMPT from completing this form.

The application process will not be completed until the Registered Service Agency Application (WM-RSA-01), each of the above forms per agent listed on the application and the full payment is received. Return remittance to the attention of Deana Moscato at the Southern office; email: rsa@agri.nv.gov; fax: 702-668-4567 or mail: 2300 McLeod Street, Las Vegas, NV 89104. Any application submitted without completion of **ALL** of the above criteria will be denied and NO license will be issued.

Should you have any questions, concerns or changes to your registration, please call Deana Moscato at (702) 668-4546.

Regards,

Bart O'Toole
Administrator
Division of Consumer Equitability