

# Sacramento County Agricultural Commissioner

4137 Branch Center Rd Sacramento, CA 95827 ph: 916.875.6603 fx: 916.875.6150 AGCOMM@agcomm.sacounty.net

## 2021 Registration Instructions

Registrations for calendar year 2021 will be accepted starting November 2, 2020. Please follow these instructions to register for 2021:

1. A registration form is attached to this e-mail. Additional forms can also be found on the Department website located here: <https://agcomm.sacounty.net/Pages/Forms.aspx>. The registration form is in a fillable pdf file format. The form may be printed and filled out by hand, or completed electronically. Electronic signatures, as well as standard signatures will be accepted.
2. If submitting registration forms via e-mail, payments may be made electronically on the department website: <https://agcomm.sacounty.net/Pages/BillingQuestions.aspx>.
  - a) Select the "Credit Card Payments" link.
  - b) In the memo box on the payment page, please write your business name and business lic. #. If you are registering a personal license, (PCA, FLC, JPC, etc.) please write your name, followed by the appropriate abbreviation ie. "John Doe – PCA".
  - c) When you receive the payment confirmation number, please record this on your registration form. This is your receipt for the transaction.
3. Registration forms and payment may be submitted electronically, by mail, or in person.
  - a) Electronically: Please e-mail to: [AGCOMM@agcomm.sacounty.net](mailto:AGCOMM@agcomm.sacounty.net). In the subject line of the e-mail, please write "Registration – Business Name – Lic#". For example, Registration – Big Bird's Pest Control – PCB12345. If registration forms are sent electronically, it is highly recommended that payment be sent electronically as well. A registration form sent electronically without a payment confirmation number may result in a delay of registration.
  - b) By Mail: Sacramento County Department of the Agricultural Commissioner  
ATTN: Registration  
4137 Branch Center Drive  
Sacramento, CA 95827

**\*\*Checks should be made out to "Sacramento County"\*\*\***

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- c) In-person: The Sacramento Office is currently open to the public between 8 AM and 12 PM Monday through Friday. Applicants will be asked to complete a registration form and pay any required fee. Inspectors will not be available to meet with the applicant unless an appointment has been scheduled. A registration is not considered completed until an inspector has reviewed the form and required materials.
4. Once the registration has been processed and reviewed, you will receive a confirmation e-mail to the e-mail address provided on your registration. This completes your 2021 registration process.

### Notes:

- If you would like to schedule a phone appointment with an inspector, please contact the department at (916) 875-6603. An inspector will respond and schedule a 30 minute appointment to discuss pesticide related matters with you.
- Please ensure additional documents listed on the registration forms have been submitted. This may include DPR business license, equipment list, or a copy of an individual DPR license.
- Once registered, Structural and Ag Pest Control Businesses must submit Monthly Summary Pesticide Use Reports (MSPURS). These reports can be submitted by mail, or electronically using CalAg. If you do not have a CalAg account, please contact the department and we can create an account for you free of charge. These reports must be submitted by the 10<sup>th</sup> of the month following the application ie. September report due by October 10<sup>th</sup>.
- MSPURS must include the units of pesticide applied. For example, for rodenticide blocks, please report the total number of grams of active ingredient applied, not the number of blocks.

Please contact the department if you would like further guidance regarding the 2021 registration process. The main phone number for the department is (916) 875-6603 and pesticide related questions can be e-mailed to [AGCOMMPUE@sacounty.net](mailto:AGCOMMPUE@sacounty.net).

Thank You,

Sacramento County Department of the Agricultural Commissioner

Pesticide Use Enforcement Staff