

License/Business Registration Procedure

1. Complete License/Business Registration form ¹

- Photocopy license/certificate card onto License/Business Registration form where indicated ²
- Provide licensee with copy of completed License/Business Registration form (and any attachments)
- Provide Dept. Receptionist with completed License/Business Registration form (and any attachments)

2. Collect registration fee

- PCB - \$75.00
- PCA - \$10.00 (\$5.00 if non-resident / outside Santa Cruz County)
- FLC - \$25.00
- LMG - \$25.00
- SPCB / Structural - \$25.00 for each Branch 1 registered
- \$10.00 for each Branch 2 or Branch 3 or Branch 2 with 3 registered
- PILOT - \$5.00 (Journeyman or Apprentice)

3. Issue receipt for registration fee

- Provide licensee with original *white* colored receipt
- Provide Dept. Accountant with *pink* colored receipt

4. License/Business Registration form attachments and/or Santa Cruz County handouts provided licensee

- PCB - Attach copy of Pest Control Business License and completed Equipment List to the License/Business Registration form.
- PCA - Provide PCA with copy of Santa Cruz County *NOI Policy* and crop information sheet(s).
- FLC - Attach copy of the Farm Labor Certificate of Registration (only if available) to the License/Business Registration form.
- LMG - Attach copy of Business License and completed Equipment List to the License/Business Registration form.
- SPCB Branch 1 - Attach completed Branch 1–Structural Fumigation Registration form. (Branch 2 and Branch 3 do not have separate documents requiring attachment.)
- PILOT – Attach pilot’s FAA Medical Certificate (if available) to License/Business Registration form. Provide pilot with Santa Cruz County *NOI Policy* and *Drift Minimization* handouts.

¹ Non-resident (outside Santa Cruz County) PCB, LMG and SPCB Branch 2 or 3 may mail in completed License/Business Registration form, fee and applicable attachments. (Provide licensee with blank form.) Use address on license card to determine county residency.

² Photocopy QAL card for PCB registration; QAL or QAC for LMG registration; and OPR or FR for SPCB. If license/certificate card has expired, do not register. However, if the Structural Pest Control Board or Department of Pesticide Regulation website lists the license/certificate as valid, proceed with registration and attach a photocopy of the website page to the License/Business Registration form.