



TO: PEST CONTROL ADVISOR LICENSEES
SUBJECT: 2023 REGISTRATION REQUIREMENTS

California Food and Agriculture Code requires annual registration of licensed pest control advisors with the Agricultural Commissioner of each county in which agricultural use pest control recommendations are made.

We have moved to Online Registration

On December 1, 2022, our office will begin accepting licensed pest control advisors (PCA) registrations for the year 2023 through www.CalAgPermits.com. Please login to your CalAgPermits account for San Mateo County to find the registration option on the dashboard. Step-by-step instructions and forms can be found on our website at www.smcgov.org/agwm. If you need an online account or forgot your password, please contact us at (650) 363-4700 or via email at SMateoAg@smcgov.org.

Registration fees for 2023 is \$10.00 for resident PCA with their operations and license based in San Mateo County and \$5.00 for out-of-county PCA.

Your license must be current with Department of Pesticide Regulation (DPR) to register with the local Agricultural Commissioner's office.

Please complete the following steps to register:

1. Log in to your CalAgPermits account. On the dashboard, please select the option, "Registration Required." Complete required information.
2. Complete and upload the following documents:
 - a) A completed and **signed** county registration form
 - b) Copy of current Agricultural Pest Control Advisor License cardDocuments may be scanned or photographed for the upload.
3. Once your registration is submitted, our office will review the application within two business days. Once it is approved, you will receive an e-mail request for online payment.
4. Last Step - Log back into your CalAgPermits account and submit your online payment. **You are not registered until you have paid your annual fee.** Your receipt is your proof of registration. Your CalAgPermits account will show the date you registered with San Mateo County. This year we have an e-check option for payment.

If registering by mail, all registration forms are available on our Department website: www.smcgov.org/agwm. Please send all registration materials and payment to:

SAN MATEO COUNTY AGRICULTURAL COMMISSIONER
P.O. BOX 999, REDWOOD CITY, CA 94064-0999

Be aware that incomplete forms, incorrect information, or the incorrect fee will delay completion of your registration.

Written recommendations should be kept on file for two years and are subject to inspection by Agricultural Commissioner staff. Agricultural operations that hire an Agricultural Pest Control Business (AgPCB) to apply a restricted material need to ensure that the Ag PCB has a copy of a written recommendation.

Reminder: All recommendations need to certify that you have considered alternatives and mitigation measures to reduce any adverse environmental effects.

We would like to hear from you. Please visit our Department website to complete a short 4 question Customer Survey at www.smcgov.org/agwm

Thank you for your ongoing cooperation and best wishes for the New Year!

If you **do not** intend to perform pest control work in San Mateo County this year, please complete and return this section with the information filled out below and fax it to (650)367-0130 or e-mail it to smateoag@smcgov.org or mail it to:

San Mateo County Agricultural Commissioner
P.O. Box 999
Redwood City, CA 94064-0999

I will **not** be working as a Pest Control Advisor in San Mateo County during 2023.

Business Name _____ (please print)

Contact email: _____

Contact phone number: _____

Printed Name

Date

Signature