TO: MAINTENANCE GARDENER PEST CONTROL BUSINESSES  
FROM: KOREN J. WIDDEL, AGRICULTURAL COMMISSIONER/SEALER  
SUBJECT: 2020 REGISTRATION AND REPORTING REQUIREMENTS

California Food and Agriculture Code Section 11732 requires annual registration of licensed maintenance gardeners with the Agricultural Commissioner of each county in which pest control work is performed.

We are now accepting registrations by mail or you may register in person at our Redwood City office.

Registration hours will be from 1:00 p.m. - 4:00 p.m. Monday through Friday from December 2, 2019 through February 14, 2020. Beginning February 17th, registration hours will be 2:00 p.m.- 4:00 p.m. If you choose to register in person, please plan to arrive by 3:30 p.m. to allow the Biologist adequate time to handle your registration. If you are unable to make our walk-in office hours, you may call for an appointment. Our office is located at 728 Heller St., Redwood City.

In order for your registration to be processed, you must provide the following:

1. A completed county registration form. (blank enclosed)
2. A copy of your Qualified Applicator License or Qualified Applicator Certificate.
3. A copy of your current Department of Pesticide Regulation Business License.
4. A completed equipment list. (blank enclosed)
5. Registration fee of $25.00, checks payable to San Mateo County.

If registering by mail, please send all registration materials 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. The registration form and equipment list are also available on our Department website.

Each pest control business must submit a monthly summary pesticide use report to the Agricultural Commissioner by the 10th of the following month. Once registered, you must submit a use report every month. A negative use report is required for those months during which no pest control work is performed. Pesticide use reports may be submitted on-line in CalAgPermits. Send an email requesting a username and password to smateoag@smcgov.org or contact our office at (650) 363-4700.

We would like to hear from you. Please visit our Department website to complete a short one minute Customer Survey at www.smcgov.org/agwm
If you **do not** intend to perform pest control work in San Mateo County this year, please complete and return this form with the information filled out below. You may send it by mail to:

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

You may fax it to (650)367-0130 or e-mail it to smateoag@smcgov.org.

☐ I will **not** be performing pest control work in San Mateo County during 2020.

Business Name _________________________________________________ (please print)

__________________________________________  ________  ________________________________
Printed Name          Date                         Signature