



**DIVISION OF RECYCLING/CERTIFICATION UNIT**  
 801 K Street, MS 15-59, Sacramento, CA 95814  
 (916) 324-8598

**DOR USE ONLY**

Reg ID \_\_\_\_\_  
 Case ID \_\_\_\_\_  
 Cert ID \_\_\_\_\_

www.calrecycle.ca.gov  
 State of California  
 CalRecycle 770 (Rev. 4/15)

State of California  
 Edmund G. Brown Jr., Governor  
 Department of Resources Recycling and Recovery (CalRecycle)

**Certification Application**  
**Recycling Centers and Processors**

- Please type or print neatly in blue ink.
- Submit a separate application for each location or category.
- Write N/A for any item(s) that are not applicable.

**SECTION 1 – CATEGORY OF CERTIFICATION** Check one:  Recycling Center  Processor

**SECTION 2 – PRECERTIFICATION TRAINING AND EXAMINATION REQUIREMENTS**

Name of Voucher Holder	Title (optional)	Voucher Number	Registry ID # (optional)
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**SECTION 3 – CONTACT PERSON INFORMATION**

First Name	Middle Name	Last Name	Suffix
Title (optional)		Primary Language Spoken (optional)	
Residence Address			Suite/Apt
City	County	State	ZIP
California Driver License/Identification Number		SSN**	Date of Birth
Business Phone ( )		Home Phone ( )	
Cell Phone ( )		E-mail	

**SECTION 4 – ORGANIZATION INFORMATION**

**Business Name** is the name that will appear on the certificate and is the actual name under which the organization will be paid.  
**Business Address** is the address at which the records will be stored (not necessarily the address where the recycling center will be located).

Business/Organization Name		Doing Business As ( <i>attach the Fictitious Business Name Statement</i> ):					
Business Street Address (see definition above; no PO Boxes)			Suite/Apt	City	County	State	ZIP
Business Mailing Address			Suite/Apt	City	County	State	ZIP
Phone ( )		Fax (optional) ( )			Website		

**Taxpayer ID:**

*Required for ALL applications. Note: Only sole proprietors or spousal partnerships without employees may use a social security number as their Taxpayer ID number.*

## SECTION 5 – TYPE OF ORGANIZATION

(Check only **ONE** box)

### For Profit

<input type="checkbox"/> Sole Proprietorship	
<input type="checkbox"/> Married Couple Co-ownership Spouses' Names: _____ _____	<input type="checkbox"/> Partnership <i>Submit a copy of partnership agreement.</i> _____ General _____ Limited
<input type="checkbox"/> California Corporation <i>Attach the Article of Incorporation and a current list of corporate officers.</i> Corporate Number: _____ Agent for Service of Process: _____	<input type="checkbox"/> Corporation not Formed in California <i>Attach Articles of Incorporation, list of corporate officers, and certification from the Secretary of State authorizing corporation to transact business in California.</i> Corporate Number: _____ Agent for Service of Process: _____
<input type="checkbox"/> California Limited Liability Company <i>Attach Articles of Organization, Statement of Information, and Operating Agreement.</i> Agent for Service of Process: _____	<input type="checkbox"/> Limited Liability Company not Formed in California <i>Attach Articles of Organization, Statement of Information, Operating Agreement, and the certification from Secretary of State authorizing the company to transact business in California.</i> Agent for Service of Process: _____
<input type="checkbox"/> Nonprofit or Charity <i>Attach description of organization and copy of letter from Internal Revenue Service for the California Franchise Tax Board confirming tax-exempt status. Non-profit corporations must additionally provide the attachments required for corporations listed above.</i>	
<input type="checkbox"/> Local Government Agency    _____ City    _____ County    _____ Other: _____ <i>Attach board resolution authorizing application.</i>	
<input type="checkbox"/> Federal Government    _____ Military    _____ National Park    _____ Other: _____	

## SECTION 6 - ORGANIZATION HISTORY

- ☐ Yes ☐ No
1. Are you, your spouse, your partner, or any corporate officer currently certified by CalRecycle, Division of Recycling, in any category?
 

*If YES, name(s) of individuals and certification number(s). Attach additional pages, if needed.*

\_\_\_\_\_
  
  2. Have you, your spouse, your partner, or any corporate officer ever been certified by CalRecycle, Division of Recycling, in any category?
 

*If YES, name(s) of individuals and certification number(s). Attach additional pages, if needed.*

\_\_\_\_\_
  
  3. Do you, your spouse, your partner, or any corporate officer have additional pending applications with CalRecycle, Division of Recycling, in any category?
 

*If YES, name(s) of individuals and certification number(s). Attach additional pages, if needed.*

\_\_\_\_\_
  
  4. Have you, your spouse, your partner, or any corporate officer ever had a certificate denied, suspended, or revoked by CalRecycle, Division of Recycling, in any category?
 

*If YES, name(s) of individuals and certification number(s). Attach additional pages, if needed.*

\_\_\_\_\_

## SECTION 7 – FACILITY INFORMATION

Facility Name		
Facility Street Address		Suite/Apt
City	County	ZIP
Facility Phone (        )		How many employees at this location?
Did you purchase the recycling center business? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, from whom (full name):</i>		Nearest Cross Street

1. Type of usage agreement:       Own       Rent       Donated Space       Other  
*You must include a copy of the current lease, tax or mortgage statement, or use agreement that clearly lists the applicant, the property owner, and the facility location, and grants permission to use the space for a recycling center.*

2. Property Owner Information

First Name	Last Name	E-mail Address
Business Name (if applicable)		Phone (        )
Mailing Address		Suite
City	State	ZIP

3. Hours of operation (circle am/pm). **Note:** *If no lunch hours are indicated, the recycling center must be open from Open to Close.*

	Open	Lunch hours	Close
Monday	am / pm	to	am / pm
Tuesday	am / pm	to	am / pm
Wednesday	am / pm	to	am / pm
Thursday	am / pm	to	am / pm
Friday	am / pm	to	am / pm
Saturday	am / pm	to	am / pm
Sunday	am / pm	to	am / pm

4. Have you contacted your local government for the necessary permits? (optional)       Yes  No
5. Is this facility located on federal land?       Yes  No  
*If yes, you must provide written authorization from the responsible federal agency allowing state inspectors to enter the property.*

## SECTION 8 - RECYCLING CENTER INFORMATION ONLY

1. Do you agree to accept and redeem all types of redeemable beverage containers at the facility? **All partners, both spouse co-owners, must initial.** \_\_\_\_\_  Yes  No
  
2. Are you requesting "grandfathered" status for your facility?  Yes  No  
 If yes, which material types do you accept?  Aluminum  Glass  Plastic  Bimetal  
**Attach proof that you were operational as of January 1, 1986.**
  
3. Are you applying for certification as a Nonprofit Convenience Zone Recycler?  Yes  No
  
4. Are you applying for certification as a Rural Region Recycler?  Yes  No  
 If yes, the recycling center must reside completely within a non-urban area as defined by CalRecycle.
  
5. Describe the methods used to collect and store redeemed beverage containers:  
 Igloos  Bins  Trailers  Reverse vending machines  Carts  Bales  
 Pickup truck/Van/Auto  Other (Explain): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
6. If using reverse vending machine(s), indicate the proposed method for redeeming beverage containers which are not accepted by the machine(s):  
 In-store redemption: Name and address of store: \_\_\_\_\_  
 On-site attendant  Other (Explain): \_\_\_\_\_

## SECTION 9 - PROCESSING FACILITY INFORMATION ONLY

1. What redeemable beverage containers will be accepted at the facility?  
 Aluminum  Glass  Plastic  Bimetal
  
2. Indicate the method(s) to be used to cancel each type of redeemable beverage container by container type:
 

Aluminum	Plastic	Glass	Bimetal
<input type="checkbox"/> Shredded	<input type="checkbox"/> Shredded	<input type="checkbox"/> Crushed to uniform size	<input type="checkbox"/> Densification
<input type="checkbox"/> Densified to 30 lbs./cu. ft.	<input type="checkbox"/> Delivered to end-user	<input type="checkbox"/> Delivered to end-user	<input type="checkbox"/> Shredding
<input type="checkbox"/> Delivered to end-user*	<input type="checkbox"/> Exported from state	<input type="checkbox"/> Exported from state	<input type="checkbox"/> Nuggetting
<input type="checkbox"/> Exported from state*	<input type="checkbox"/> Other: <i>(Specify)</i> _____		<input type="checkbox"/> Milling
<input type="checkbox"/> Other: <i>(Specify)</i> _____	_____		<input type="checkbox"/> Delivered to end-user
_____	_____		<input type="checkbox"/> Exported from state

\*Containers must first be densified to 15 lbs./cu. ft.

3. Do you agree to buy from all certified entities that want to sell to you?  
**All partners, both spouse co-owners, must initial.** \_\_\_\_\_  Yes  No
  
4. Do you transact business by appointment only?  Yes  No  
**If "No", complete the Hours of Operation area on the previous page.**

## SECTION 10 - DECLARATION AND SIGNATURES

- a. I agree to operate the facility in compliance with the California Beverage Container Recycling and Litter Reduction Act, including all relevant regulations contained in Chapter 5 of Division 2 of Title 14 of the California Code of Regulations.
- b. I declare under penalty of perjury under the laws of the State of California that all information on this application and supporting documents is true and correct and that I am authorized to sign this application.

**Who must sign affidavit: For Sole Proprietorships-the applicant; Partnerships-each partner; Married Couple and Co-ownerships-both married couple and co-owners; Corporations, Limited Liability Companies, Government or Public Agencies-persons with authority to legally bind said entity to a contract (e.g., executive officer, managing member).**

**Attach Additional Sheet(s) if Necessary.**

Executed at: City		County	State	Date
Signature				
Voucher Number	Voucher Expiration (optional)	Registry ID Number (if available)		
First Name	Middle Name	Last Name	Suffix	
Title (Optional)		Primary Language Spoken (optional)		
Residence Address				Suite/Apt
City	County	State	ZIP	
California Driver License/Identification Number		SSN**	Date Of Birth	
Business Phone (      )	Home Phone (      )	Cell Phone (      )	E-mail	

Executed at: City		County	State	Date
Signature				
Voucher Number	Voucher Expiration (optional)	Registry ID Number (if available)		
First Name	Middle Name	Last Name	Suffix	
Title (optional)		Language Spoken (optional)		
Residence Address				Suite/Apt
City	County	State	ZIP	
California Driver License/Identification Number		SSN**	Date of Birth	
Business Phone (      )	Home Phone (      )	Cell Phone (      )	E-mail	

**\*\* Providing the Social Security Number is voluntary in accordance with the Privacy Act of 1974 (PL 93-579). This information is used for applicant identification purposes. Authority: California Beverage Container Recycling and Litter Reduction Act (Public Resources Code Section 14500 et seq.).**

# Application Checklist

## BEFORE MAILING YOUR APPLICATION, DID YOU:

**Include a Taxpayer ID?**

*All applications MUST have a Taxpayer ID in Section 4; only sole proprietorships or spouse partnerships without employees may use a social security number in Section 4*

**Provide a facility address?**

**Provide original initials?**

*Section 8 for recycling center applications or Section 9 for processors; for partnerships – all partners must initial*

**Provide original signature?**

*For partnerships – all partners must sign*

## DO NOT FORGET TO ENCLOSE:

**Completed Readiness Plan**

*All sections must have figures*

**Application Voucher**

*Expired vouchers will NOT be accepted and your application will be rejected*

**Lease/Property Tax Statement/Use Agreement**

**Required organizational paperwork**

*See Section 5 of the application for specifics*

**WARNING:** *If your application is not properly completed, or you neglect to provide the required enclosures, your application may be rejected or determined incomplete.*

A copy of the application instructions may be reviewed on our website:

<http://www.calrecycle.ca.gov/BevContainer/Forms/AppInst770.pdf>