



Public Service Commission

State of North Dakota

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Grain Warehouse Licensee

The Public Service Commission (PSC) introduced its electronic Licensing Application and Renewal System (LARS) during the 2017-18 renewal year. This will be the first time you will interact with LARS since your company has a 2-year license set to renew this year. **Please note that this is the only method to renew your license.** Within this packet you will find the following items to help you to complete your renewal:

Original PSC Renewal Form (For Reference Use Only)
Current PSC Bin Diagrams and Statement of Capacity
Help Document for LARS

Please review the Bin Diagrams and Statement of Capacity for accuracy and compare them to the capacity that has been preloaded into LARS. We understand that there may be discrepancies between these numbers so we ask you review these carefully. **Your facility's capacity is ultimately your responsibility.** If corrections need to be made, please annotate them right on the sheets. You will be given a chance to upload these documents during the renewal process. If you did not receive any Bin Diagrams, please provide these to us as we do not have record of them in our files. Additionally, your Certificate of Insurance along with your bond and any riders have been preloaded into the system for you to review. It is imperative that you review these for accuracy and provide updates if necessary.

Additional documentation that will be required are electronic images of your current voided scale ticket(s), warehouse receipt(s), storage and handling policy(ies), purchase contract(s), and/or credit-sale contract(s). **You MUST provide scale tickets, warehouse receipts, and storage and handling policies for each location.** While these items have not been required to be submitted with the renewal in the past, we need to ensure our records are up to date in case these items have changed and an updated version was not provided to the PSC.

LARS is available through the following website www.psc.nd.gov/webapps/lars/login and through a link on the PSC's website. To begin the renewal process, you must first click on "Registration Request."

Statutory late fees still apply to applications that are received after July 15th. Please plan on accessing the system and starting the process early.

We understand that this process is a very large change, but our staff is here to help when you have questions or need assistance. You can contact me at 701-328-4097 or Shelly at 701-328-4070.

Sincerely,

Konrad Crockford, Director
Compliance Division