

Permanent State ID Number Application (DTSC Form 1358) Instructions

Do not use DTSC Form 1358 to apply for a temporary State ID number or to apply or make changes to a federal EPA ID number.

Line 1 – New Number Requests

- If you are applying for a new permanent State ID number, check this box. Select generator, transporter or both, and select the reason you are applying.
- You cannot apply for a new permanent State ID number and the inactivation of an existing permanent State ID number on the same application. Two separate applications must be submitted.

Lines 2-5 – Changes to Status or Information for an Existing State ID Number

- Check the appropriate box to update, inactivate or reactivate a permanent State ID number or to change the business name only.
- A permanent State ID number is specific to the location and owner to which it is assigned. If your business has moved or had a change in ownership, you must apply for a new permanent State ID number.
- You may change the business name without applying for a new permanent State ID number if there has been no change in legal ownership.

Line 6 – Site/Facility/Business Name

- Enter the legal name of the site/facility/business, this may include a Doing Business As (DBA).

Line 7 – Site Location

- Enter the site/business location address, including the name of the county.
- A permanent State ID number is specific to the location and owner to which it is assigned. If your business has moved or had a change in ownership, you must apply for a new permanent State ID number.
- The address must be a physical address with a street number and street name. If there isn't a physical address, latitude and longitude or assessor's parcel number is acceptable.
- Post office boxes or descriptive addresses are not acceptable.

Line 8 – Federal Employer ID Number/ California Department of Tax and Fee Administration (CDTFA) Number

- Enter the Federal Employer ID Number (FEIN), also known as the Federal Tax Identification Number. If the business is a sole proprietor and does not have a FEIN, enter "sole proprietor" or "N/A". This field is required and cannot be left blank.

- A CDTFA Number, also known as a Hazardous Waste Generator Fee account number is only required if your business generates or produces five or more tons of hazardous waste per calendar year, regardless of the final waste disposition. DTSC notifies the California Department of Tax and Fee Administration when a State ID number has been issued. To apply for a CDTFA Number or for more information visit the [California Department of Tax and Fee Administration](http://www.cdtfa.ca.gov) at www.cdtfa.ca.gov.
- If the business does not have a CDTFA Number, this field will be blank.

Line 9 – Mailing Address

- Enter the mailing address. This address may be different from the site location address.

Line 10 – Site Contact Information

- Enter the site contact person's name, address, and phone number.
- Entering an email address and fax number are recommended if available.

Line 11 – Legal Business Owner

- Enter the legal business owner's information. If the business is a corporation, enter the company's legal business name. Example: Mike's Bikes, Inc.
- Do not enter the property owner or management company since they are not the entity generating hazardous waste.
- DTSC *does* allow a change in ownership to an immediate family member without issuing a new permanent State ID number.
- If there has been a change in ownership, you must apply for a new permanent State ID number.

Line 12 – Standard Industrial Classification (SIC) Code for the Site

- Enter your 4-digit Standard Industrial Classification (SIC) Code. The SIC Code describes your company's primary business activity. To search for your SIC Code visit the [U.S. Department of Labor's](https://www.osha.gov/pls/imis/sicsearch.html) website at <https://www.osha.gov/pls/imis/sicsearch.html>.

Line 13 – Certification

- The application must include a hand-written signature of an owner, officer or employee of the business or an *authorized* consultant. DTSC **does not** accept digital signatures.
- Enter the date, name, title, and phone number of the person who is signing.

Application Submission

- Email (An email submission is recommended for trackability.): IDNumber@dtsc.ca.gov
- Postal Mail (DTSC does not confirm receipt of mail.):
Department of Toxic Substances Control
OEIM - Business Operations Unit, 11th Floor
P.O. Box 806
Sacramento, CA 95812-0806
- Fax (DTSC does not confirm receipt of faxes.): (916) 323-3500

Additional Information

- The application processing time is up to 10 business days from the date your application is received by DTSC.
- To check the status of your permanent State ID number, visit the following links: *(Computer pop-up blockers may need to be disabled.)*
- **By ID Number:** https://hwts.dtsc.ca.gov/report_search.cfm?id=2
- **By Company:** https://hwts.dtsc.ca.gov/report_search.cfm?id=5
- There are no fees to obtain a permanent State ID number.
- Make a copy of your application for your records as DTSC does not provide a copy of your completed application.
- Review your application for completeness before submitting as incomplete applications will delay the processing.
- Newly issued permanent State ID numbers will receive a confirmation notice by mail.
- Reactivated or inactivated permanent State ID numbers will not receive written confirmation. You can check the status of your ID number in one of the links above.

Questions? Contact us at (800) 618-6942 or email us at IDNumber@dtsc.ca.gov.

NEW NUMBER REQUESTS. Check all that apply

1. I am applying for a new permanent State ID number as a hazardous waste:
 a) Generator b) Transporter

Reason for a new number:

- a) Never had a number b) Business moved c) Legal business owner changed

If your business generates greater than 100 kg of RCRA hazardous waste other than those hazardous wastes listed in 40 CFR 261.5subparts (c) and (d) per month, complete the EPA Form 8700-12 for a federal EPA ID number.

CHANGES TO STATUS OR INFORMATION FOR AN EXISTING STATE ID NUMBER

For existing ID number (include the lettered prefix): _____

2. I am updating the mailing address and/or contact information only.
 3. I am inactivating this ID number.
 4. I am reactivating this ID number.
 5. I am changing the business name only, no ownership change.

6. Site/Facility/Business Name (include DBA): _____

7. Site Location: _____

Street

City

State

ZIP Code

County

8. a) Federal Employer ID Number: _____

b) CDTFA Account Number: _____

This is only required from generators of greater than 5 tons per calendar year.

9. Mailing Address: _____

Street

City

State

ZIP Code

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10. Site Contact Person: _____
First and Last Name

Contact Person's Address: _____
Street

_____ City State ZIP Code

Contact Person's Phone Number: (_____) _____
Area Code Phone Number Extension

Fax Number: (_____) _____
Area Code Fax Number

Contact Person's Business Email Address: _____

11. Legal Business Owner (not property owner): _____
First and Last Name

Owner's Address: _____
Street

_____ City State ZIP Code

Owner's Phone Number: (_____) _____
Area Code Phone Number Extension

Fax Number: (_____) _____
Area Code Fax Number

12. Standard Industrial Classification (SIC) Code for the Site (4-digit number): _____

13. Certification: I certify under penalty of law that the information on this document was prepared to the best of my knowledge and belief to be true, accurate and complete.

Signature (handwritten): _____ Date: _____

Name (print): _____ Title: _____ Phone: _____