

Instructions for EPA Form 3520-20A (Rev. 04-2005);
Fuels Programs Company/Entity Registration

Complete the form to register your Company/Entity for gasoline and/or diesel fuels compliance and reporting programs. This form is used for RFG & Anti-dumping company registration under 40 CFR 80.76 and Motor Vehicle Diesel Fuel entity registration under 40 CFR 80.597. Both rules require initial registration prior to conducting regulated activities. Submit an updated registration form within 30 days of any occasion when registration information becomes incomplete or inaccurate.

Please type or print information using black ink. Use all capital letters and enter one character in each box, without touching the lines that separate the boxes. If using a photocopied version of the form, please ensure the copy is clean and has been copied to 100% of the original page size.

1) Registration Type: Shade only one. Mark "Original" if the form is being submitted for a company/entity that has not yet been registered. Mark "Update" if the company/entity is revising registration information has been previously submitted.

2) Report Date: Enter the date (mm/dd/yyyy) on which the form was prepared, usually today's date.

3) Company/Entity ID: Enter the EPA-assigned four-digit ID. If the information is not known or has not yet been assigned, leave the field blank.

4) Company/Entity Name: Enter the Company/Entity's legal name.

5 & 6) Company/Entity Address: Enter the address of the company/entity office primarily responsible for managing compliance with fuels programs regulations.

7) Company/Entity City: Name of the city where the company/entity is located.

8) State: Name of the state where the company/entity is located.

9) Company/Entity Zip Code: Zip code for the company/entity address. If the nine digit zip code is not known enter the five digit zip code, leaving the last four positions to the right blank.

10) Contact Name: The person EPA should contact, if there are questions concerning this registration.

11) Contact Title: Title of the contact person identified in item 10.

12) Contact e-Mail: e-Mail address for the contact person identified in item 10.

13) Contact Phone: Telephone number for the contact person.

14) Extension: Telephone extension of the contact person.

15) Contact Fax: Facsimile number for the contact person.

16) Fuels Program Type: Shade all that apply. The company/entity may register for Gasoline Programs, Diesel Programs or both Gasoline and Diesel Programs.

17) Business Activities: Shade all that apply, with the exception of Independent Labs who may only shade that activity. This indicates which activities (refiner, oxygenate blender, importer, etc.) the company/entity will be participating in. Gasoline Program activities may be Refiner, Importer or Oxygenate Blender. Diesel Program activities may be Refiner, Importer, Transmix Operator, Pipeline/Pass-Through Terminal or Truck Loading Terminal. **Again, a company registering as an 'Independent Lab' may NOT shade any of the other activities!**

18) Responsible Corporate Officer or Business Owner Name: The business owner, an officer of the corporation, or a person delegated authority in writing by the business owner or an officer of the corporation to sign this registration. This person should be knowledgeable about the requirements of the Reformulated Gasoline and Anti-dumping programs and hold a position of authority.

19) Responsible Corporate Officer or Business Owner Title: Title of the responsible corporate officer or business owner.

20) Signature: The form must be signed by the responsible corporate officer or business owner identified in item 18 to constitute a valid registration.

Mail completed form to:

US Mail:

U.S. Environmental Protection Agency
Fuels Programs Registration (6406J)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Commercial Delivery:

U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C; (202) 343-9038
1310 L Street, NW
Washington, DC 20005

Paperwork Reduction Act Statement

The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.