

STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF CODES AND STANDARDS  
BUREAU OF HOMEOWNER PROTECTION  
P.O. BOX 805  
101 SOUTH BROAD STREET (*Hand/Overnight Deliveries only*)  
TRENTON NJ 08625-0805  
PHONE: (609) 984-6635 or (609) 984-7563 FAX: (609) 292-2839  
INTERNET ADDRESS: <https://www.nj.gov/dca>

**NEW HOME BUILDER REGISTRATION APPLICATION INSTRUCTIONS**

Please read these instructions carefully before completing this application. The application must be typed or completed in ink.

New Home Builders are governed by the New Home Warranty and Builders' Registration Act, N.J.S.A. 46:3B-10 and promulgated regulations, N.J.A.C. 5:25-1.1 et seq. ([https://www.nj.gov/dca/divisions/codes/codreg/pdf\\_regs/njac\\_5\\_25.pdf](https://www.nj.gov/dca/divisions/codes/codreg/pdf_regs/njac_5_25.pdf))

**PLEASE BE SURE TO COMPLETE THE APPLICATION IN ITS ENTIRETY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** The date of filing will be the date the Bureau of Homeowner Protection, Builder Registration Section receives a completed application, including all required documentation. All questions and sections of the Builder Registration Application Form must be completed. If a question is inapplicable, so indicate. If there is insufficient room on the form to provide a complete answer to the question, you may copy and submit additional sheets of paper with the application. **By completing this application, you consent to a criminal history records check for a noncriminal justice purpose.**

A nonrefundable registration fee of **\$200.00** must accompany this application. Make check or money order payable to "State of New Jersey New Home Warranty Fund". Maker of check must be the registering business or a principal named in the application. We do not accept starter checks.

**Allow at least 20 working days for the processing of this application.**

**Late application filings will not be expedited.**

Applications may be deemed incomplete and closed after 30 days, if after having been notified by the New Home Builder Registration Unit of a deficiency, the applicant fails to correct the deficient application submission. If an application is closed a new application and a new \$200.00 application fee is required to restart or continue the application process.

**BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE INSTRUCTIONS RELATED TO EACH CORRESPONDING QUESTION.**

## NEW HOME BUILDER REGISTRATION APPLICATION INSTRUCTIONS-continued.

1. Type of Application: Please check one of the choices given.
2. Applicant Information: **LIST THE NAME OF YOUR BUSINESS. THE NAME OF THE BUSINESS OR PERSON WHO OWNS THE PROPERTY AND IS TRANSFERRING TITLE IS THE ENTITY/PERSON THAT MUST REGISTER AS A NEW HOME BUILDER AND ISSUE THE WARRANTY FOR THE NEW HOME.** This exact name should appear on your application for registration as a new home builder in the State of New Jersey. If you are the only owner of the business and are doing business under your own name as a sole proprietor, list your own name.

Physical Business Address: **Post Office Boxes are not acceptable.** This is the address from which you do business. This must be a street address.

Mailing Address: This is the address at which you want to receive mail; it may be a P.O. Box.

3. Alternate Name or Trade Names: List all other names under which the new home builder will be doing business (include a copy of the Trade Certificate or Alternate Name Certificate of assumed name on file with the county or state.) **NOTE**: D/B/As, AKAs, trade names, fictitious names, etc. must be filed with the State Department of Treasury or the county or town where the new home builder is conducting business.
4. Agent: An **agent** for service of process is the **person** (a business name is not acceptable) in New Jersey authorized by your business to accept legal papers on behalf of your business. If you are a corporation, limited liability company or limited partnership you are required to have a registered agent for service of process. Your agent must have a New Jersey address, and the address you provide must be a *physical* address; **P.O. Boxes are not acceptable.**
5. Business Information: Check one box for the organizational formation for your business. Fill in the date business was established which should correspond with formation documentation and the State in which the entity was established.

EIN: An Employer Identification Number (EIN) also known as a Federal Identification Number, is a nine-digit number the IRS assigns to business entities. Employers, sole proprietors, corporations, nonprofit organizations, trusts and estates, government agencies, certain individuals and other business entities use EINs.

Check Yes or No to the remaining questions in this section. If you checked yes to any of the questions, provide supporting documentation.

6. New Home Warranty Security Option: You must indicate the Plan name with which you participate. If you have not yet been issued an ID number, check the box entitled, "Check if plan is pending". See the attached list of NJ-approved warranty plans.
7. Certification: An authorized principal or officer in the entity must sign and date here.

**EACH INDIVIDUAL LISTED IN THIS APPLICATION MUST COMPLETE THE APPROPRIATE SCHEDULES, A, B and/or C. ADDITIONAL SHEETS MAY BE PHOTOCOPIED IF NECESSARY.**

## **New Home Builder Registration Application Check List**

- \_\_\_ 1. Be sure to check one option for the Type of Application. If the building entity has provided a warranty for a home which is still in its first two (2) years of warranty coverage, you must renew the new home builder's registration.
- \_\_\_ 2. Include check or money order for registration fee of \$200.00, payable to: "State of New Jersey – NHWP".
- \_\_\_ 3. Provide Alternate Name or Trade Name Certificate(s).
- \_\_\_ 4. New Jersey Agent – must be a New Jersey street address.
- \_\_\_ 5. **New Applicants**
- Applicants must provide Business Formation documents: Certificate of Incorporation, Partnership Agreement, Joint Venture Agreement, Certificate of Formation For LLC, Trust Agreement, etc.
  - If the Certificate of Incorporation or Certificate of Formation is more than 5 years old, also submit the business entity status report, annual report, or Long Form standing showing the current principals/officers and status of the company.
  - Out of state (foreign) entities must also submit a Certificate of Authority to do Business in New Jersey.
- Renewal Applications**
- If the Certificate of Incorporation or the Certificate of Formation is more than five (5) years old, also submit the business entity status report, annual report, or Long Form Standing showing the current principals/officers and status of the company.
  - If there have been any changes since the previous renewal with regard to principals, members, directors, partners or officers in this building entity, please include documentation reflecting those changes.
    - For Corporations provide a copy of the annual report status form indicating the current principals in the entity. A copy of a unanimous consent in writing or an action by consent in writing from the secretary of the entity indicating appointments/regenerations and/or terminations of officers is acceptable.
    - For Limited Liability Companies provide a copy of the operating agreement or annual report stylus form indicating the current principals in the company.
- \_\_\_ 6. Provide Operating Agreement (if available).
- \_\_\_ 7. Provide judgment and discharge documents, if there were judgments issued against the building entity.

- \_\_\_ 8. Provide applicable documents, if the building entity has gone through a bankruptcy, business reorganization, financial reorganization or liquidation.
- \_\_\_ 9. Provide private New Home Warranty acceptance letter and member enrollment number, or proof of current membership enrollment.
- \_\_\_ 10. The Builder Designee must complete schedule A (and Schedules B and C if he/she has at least 10% interest in the building entity).
- \_\_\_ 11. All Principals and Officers with at least a 10% interest in the building entity must complete Schedules B and C.
- \_\_\_ 12. Provide any supporting documentation for Sections A(3), A(4) and A(5).
- \_\_\_ 13. Provide any supporting documentation for Sections B(3), B(4) and B(5).
- \_\_\_ 14. Each individual who holds 10% or more interest in the business must complete and sign Schedule C.
- \_\_\_ 15. Registration application completed in its entirety and signed by the appropriate individual(s).

## **APPROVED WARRANTY PLANS ACCEPTABLE IN THE STATE OF NEW JERSEY**

### **2-10 HOME BUYERS WARRANTY CORP. III (HBW)**

13900 E. HARVARD AVENUE  
AURORA, COLORADO  
TELEPHONE: 1 800-488-8844  
<http://WWW.2-10.com>

### **AMERICAN eWARRANTY**

6360 Flank Drive, Suite 700  
Harrisburg, Pennsylvania 17112  
Telephone: 717-526-2090  
[www.americanewarranty.com](http://www.americanewarranty.com)

### **PROFESSIONAL WARRANTY SERV. CORP. (PWSC)**

Post Office Box 800  
Annandale, Virginia, 22003-0800  
Telephone: 1 800-850-2799  
<http://www.pwsc.com>

### **QUALITY BUILDERS WARRANTY CORP. (QBW)**

325 North Second Street  
Wormleysburg, Pennsylvania 17043  
Telephone: 717-737-2522/ 1 800-334-9143  
<http://www.qbwc.com>

### **RESIDENTIAL WARRANTY CO. LLC (RWC)**

5300 Derry Street  
Harrisburg, Pennsylvania 17111-3598  
Telephone: 1 800-247-1812  
<http://www.rwcwarranty.com>

### **NEW JERSEY NEW HOME WARRANTY PROGRAM (NHW)**

Department of Community Affairs  
New Home Warranty Program  
Post Office Box 805  
Trenton, New Jersey 08625-0805  
Telephone: 609 633-3994  
<https://www.nj.gov/dca/divisions/codes/offices/homeownerprotection.html>

The State of New Jersey New Home Warranty Plan is open to all registered new home builders. Any builder not participating in an approved private warranty plan is automatically enrolled in the state's new home warranty plan. Upon acceptance into an approved private plan, notification must be given in writing to the New Jersey Department of Community Affairs, Bureau of Homeowner Protection, PO Box 805, Trenton, New Jersey 08625-0805.

As set forth in N.J.A.C. 5:25-2.5(b) (4), a Certificate of Builder Registration may be suspended if material changes in the most recent builder registration or amendment thereto is not reported within 30 days of the change (including a change in the new home warranty security plan). In accordance with N.J.A.C. 5:25-2.6, any builder who fails to file an amended application shall be subject to an administrative penalty levied by the Bureau of Homeowner Protection and collected in accordance with the Penalty Enforcement Law.

## Unusual Applications

**Changes in Ownership Due to Death of Sole Principal** *(All beneficiaries with 10% or more interest must be listed as a principal on the new home warranty application.)*

A Builder who wants to change the principal(s) in an entity due to the death of a sole principal, must provide the following documentation before, renewing the Builder's registration:

1. A Status Report showing the current principals; or
  2. An Annual Report Showing the current principals; or
  3. An Amended Certificate of Incorporation or Formation showing the current principals, if none of these documents have been updated, we may accept Letters of Administration or Letters of Testamentary. (\*\*Note: The principal/officer information must be updated with Treasury upon application of the Builder's next new home builder renewal application.)
- No Will (Letters of Administration)  
If the Certificate of Incorporation (Formation) has not been amended, and **THERE IS NO WILL**, we need **Letters of Administration or an Administration Short Certificate**. The Surrogate will issue Letters of Administration which is the authorization for the administrator to act on behalf of the estate.
  - Will (Letters of Testamentary)  
If the Certificate of Incorporation has not been amended, and **THERE IS A WILL** we need **Letters of Testamentary or an Executor Short Certificate, and a copy of the Will** showing the beneficiaries. The Surrogate will issue this, which the executor uses as proof of his or her authority to transfer or sell assets. The will must be probated if the decedent had assets solely in his name. (The Will is probated in order for the named executor in the Will to be given the authority to transfer the assets.)

Anyone handling the estate must apply for the Letters of Administration and the Letters of Testamentary with the Surrogate's Court in the county where the person resided at the time of his or her death. For additional information about requirements for obtaining the Letters of Administration or Testamentary, the applicant should contact the Surrogates' Office in the appropriate county.

### **Estates and Trusts**

All beneficiaries of the "Estate of..." or "Trust" with 10% or more interest must be listed as a principal/members/officers on the new home builder registration application. All beneficiaries listed on the application must also fill out Schedules A, B, and/or C by following the instructions on the new home builder registration application. If any beneficiary is under the age of 18 the guardian or trustee for that individual's interest must be listed. (Submit a copy of the Trust Agreement with your application.)

### **Business Name/Type Change**

A sole proprietor may change the business name by amending the new home builder registration application.

A Corporation or LLC may change the business name by amending the new home builder registration application and forwarding a copy of the Amended Name Change Certificate. If there is no amended certificate, the builder must register as a new company.

**STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**  
**Division of Codes and Standards Bureau of Homeowner Protection**  
**P.O. Box 805**  
**101 South Broad Street 08608 (Hand/Overnight Deliveries Only)**  
**Trenton, New Jersey 08625-0805**  
**Phone: (609) 984-6635 or (609) 984-7563 Fax: (609) 292-2839**  
**NEW HOME BUILDER REGISTRATION APPLICATION**

**NOTICE:** Any changes, additions or deletions to the information in this application must be reported in writing to the New Home Warranty Program within 30 days. Failure to do so may result in the denial or suspension of the builder's registration. Failure to amend may result in a \$2,000.00 administrative penalty as set forth in N.J.A.C. 5:25-2.6.

**1. TYPE OF APPLICATION** (check one) *If the builder has provided warranties to homes which are still in the first 2 years of coverage, you must renew the new home builder's registration.*

New     Renewal     Amendment     Business Is No Longer Constructing New Homes

**2. APPLICANT INFORMATION**

\_\_\_\_\_  
Name of New Home Building Business Builder's Registration Number

\_\_\_\_\_  
Physical Business Address (*P.O. Box NOT accepted*)    City    State    Zip Code

\_\_\_\_\_  
Mailing Address (*For Official Notification*)    City    State    Zip Code

\_\_\_\_\_  
Telephone number    Fax number    E-mail Address

**3. ALTERNATE NAME OR TRADE NAMES** *List all other names under which the new home builder will be doing business (include a copy of the Trade Certificate or Alternate Name Certificate of assumed name on file with the county or state.)*

\_\_\_\_\_

**4. AGENT INFORMATION** (*Corporations and LLC's only*) *Agent must be a PERSON with a New Jersey Address, NOT a business entity.*

\_\_\_\_\_  
Name of Agent

\_\_\_\_\_  
Street Address    City    State    Zip Code

<b><u>For Official Use Only</u></b>	<b><u>VALIDATION</u></b> ( <i>registration expires on this date</i> )
<i>Check received:</i> _____	
<i>CLEAR:</i> _____	
<i>Compliance:</i> _____	

**STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**  
Division of Codes and Standards  
Bureau of Homeowner Protection  
New Home Warranty Program  
**NEW HOME BUILDER REGISTRATION APPLICATION**

**5. BUSINESS INFORMATION**

Type of Business Organization (*check one*)

- Corporation    LLC    Limited Partnership    Joint Venture    Trust  
 General Partnership    Sole Proprietorship    Other \_\_\_\_\_

Date Business Established \_\_\_\_\_ State of Organization \_\_\_\_\_

Employer Identification No. (EIN): \_\_\_\_\_

Are there any satisfied or unsatisfied Judgments against this Building entity?

- Yes    No   If yes, Amount of Judgment \_\_\_\_\_ Date of Judgment \_\_\_\_\_

*\*Include a copy of judgment and discharge papers.*

Is this business entity in bankruptcy, declared bankruptcy or made application for bankruptcy, business reorganization, financial reorganization or liquidation?

- Yes    No   If yes, provide documentation.

Is your new home builder's registration/license currently suspended or revoked in any other State?

- Yes    No   If yes, which state? \_\_\_\_\_

*\*New applicants must include a copy of the Certificate of Incorporation, Partnership, Joint Venture, Certificate of Formation for LLC, Trust Agreement, or any other document evidencing the formation of the business entity. If a foreign corporation or LLC, include a Certificate of Authority to do business in New Jersey.*

**6. NEW HOME WARRANTY SECURITY OPTION (*check one*)**

- State Plan    Private Plan\* (*specify*) \_\_\_\_\_  
 Check if plan is pending   Name of Plan \_\_\_\_\_ Member Enrollment Number \_\_\_\_\_

*\*Provide a current letter of acceptance from the private plan showing that this business entity is current with a new expiration date.*

**7. CERTIFICATION**

**I attest that the information stated herein is truthful and accurate without omissions to the best of my knowledge and understand that failure to fully and accurately disclose any information may delay processing the application while the Department investigates. Further, I understand, pursuant to the Regulations Governing New Home Warranties and Builders' Registrations, N.J.A.C. 5:25-2.5 any willfully made misstatement of material fact may result in the denial, suspension or revocation of my new home builders' application or registration.**

\_\_\_\_\_  
Authorized Signature (*Must be Officer/Principal of Business Entity*)   Title:

\_\_\_\_\_  
Name (Print or Type)   Date:



**STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**  
 Division of Codes and Standards  
 Bureau of Homeowner Protection  
 New Home Warranty Program  
**NEW HOME BUILDER REGISTRATION APPLICATION**  
**SCHEDULE A - BUILDER DESIGNEE**

**NAME OF BUSINESS** \_\_\_\_\_

**TYPE OF APPLICATION**       New       Renewal       Amended

The builder designee must be the name of an INDIVIDUAL who is a primary partner, principal, officer, member or director designated as such in the builder's application for registration, and is the INDIVIDUAL responsible for participating in the claims process, if necessary. **(SOLE PROPRIETORS MUST ALSO COMPLETE THIS PAGE)**

**SECTION A(1) - BUILDER DESIGNEE** (*print or type*)

Name	Title	Percentage of Ownership	
Home Address	City	State	Zip Code
Business Telephone Number	Fax number	E-mail Address	

**SECTION A(2)**

If you are or have ever been a builder designee, officer, partner, member, director, or a holder of a minimum of 10% interest in any other NJ new home building business, list them below. ALL CURRENT AS WELL AS INACTIVE BUSINESSES MUST BE LISTED.

From	To	Company Name	Registration No.	Position	Ownership (Y/N)	Percentage

**SECTION A(3)**

Has the individual executing this disclosure ever been personally subject to, or been an officer, director, partner, principal or a member in a company that has been subject to a civil, criminal or administrative proceeding and as a result of such, the individual or company was suspended, revoked or barred from engaging in the business of the construction of new homes in any state within the United States?

Yes     No      If yes, please provide the following:

Name of Entity/Person Against Whom Action was Taken	Date of Action	Name of Government Entity that Took Action	Action Taken

**SECTION A(4)**

Has the individual executing this disclosure ever been personally subject to, or been an officer, director, partner, principal or a member in a company subject to a civil, criminal or administrative proceeding or adjudged liable in a civil or administrative action in any state or federal agency involving any of the following situations:

- i. Obtaining a license, certificate or registration through fraud, deception or misrepresentation;
- ii. Engaging in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;
- iii. Engaging in gross negligence, gross malpractice or gross incompetence;
- iv. Engaging in acts of negligence, malpractice or incompetence involving the construction of a new home;
- v. Engaging in professional or occupational misconduct; and/or
- vi. Engaging in theft, fraud or deceptive business practices?

Yes  No If yes, please provide the following:

Name of Entity/Person Against Whom Action was Taken	Date of Action	Name of Government Entity that Took Action	Action Taken

**SECTION A(5)**

Yes  No Does the INDIVIDUAL executing this disclosure have any unsatisfied judgments?

Name of Person Against Whom Judgment was Issued	Date of Action	Amount of Judgment

For each occurrence listed above, in Sections A(3), A(4) and A(5), please provide a true copy of all final orders and/or judgments, consents and agreements. For the purposes of these paragraph, a judgment of liability in an administrative or civil action shall include, but not be limited to, any finding or admission that the applicant, or any of its partners, officers, directors, principals, members or persons with an ownership of 10 percent or more in the applicant engaged in an unlawful practice or practices related to any of the named situation herein above, regardless of whether that finding was made in the context of an injunction, a proceeding resulting in the denial, suspension or revocation of a license, certification or registration, consented to in an assurance of voluntary compliance or any similar order or legal agreement with any state or federal agency.

**CERTIFICATION**

**I certify that all information provided in connection with the application is true to the best of my information, knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny this registration, suspend or revoke a registration issued by the New Home Warranty Program.**

\_\_\_\_\_  
Authorized Signature (Must be signed by individual listed in section A(1)) Title:

\_\_\_\_\_  
Name (Print or Type) Date:

**STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**  
 Division of Codes and Standards  
 Bureau of Homeowner Protection  
 New Home Warranty Program  
**NEW HOME BUILDER REGISTRATION APPLICATION**  
**SCHEDULE B - OFFICERS/PRINCIPALS**

**NAME OF BUSINESS** \_\_\_\_\_

**TYPE OF APPLICATION**       New       Renewal       Amended

A SEPARATE SCHEDULE B MUST BE COMPLETED FOR EACH OFFICER, MEMBER, DIRECTOR, PARTNER AND PRINCIPAL IN THIS BUSINESS. **Also complete a separate Schedule B for ALL individuals who hold a minimum of 10% interest. EACH INDIVIDUAL NAMED IN THE CERTIFICATE OF INCORPORATION, PARTNERSHIP/JOINT VENTURE AGREEMENT, TRUST OR LIMITED LIABILITY COMPANY MUST COMPLETE A SEPARATE SCHEDULE B (PAGES 5 & 6).**

**SECTION B(1) – OFFICERS/PRINCIPALS** (*print or type*)

Name	Title	Percentage of Ownership	
Home Address	City	State	Zip Code
Business Telephone Number	Fax number	E-mail Address	

**SECTION (B)2**

If you are or have ever been a builder designee, officer, partner, member, director, or a holder of a minimum of 10% interest in any other NJ new home building business, list them below. ALL CURRENT AS WELL AS INACTIVE BUSINESSES MUST BE LISTED.

From	To	Company Name	Registration No.	Position	Ownership (Y/N)	Percentage

**SECTION B(3)**

Has the individual executing this disclosure ever been personally subject to, or been an officer, director, partner, principal or a member in a company that has been subject to a civil, criminal or administrative proceeding and as a result of such, the individual or company was suspended, revoked or barred from engaging in the business of the construction of new homes in any state within the United States?

Yes     No      If yes, please provide the following:

Name of Entity/Person Against Whom Action was Taken	Date of Action	Name of Government Entity that Took Action	Action Taken

**SECTION B(4)**

Has the individual executing this disclosure ever been personally subject to, or been an officer, director, partner, principal or a member in a company subject to a civil, criminal or administrative proceeding or adjudged liable in a civil or administrative action in any state or federal agency involving any of the following situations:

- i. Obtaining a license, certificate or registration through fraud, deception or misrepresentation;
- ii. Engaging in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;
- iii. Engaging in gross negligence, gross malpractice or gross incompetence;
- iv. Engaging in acts of negligence, malpractice or incompetence involving the construction of a new home;
- v. Engaging in professional or occupational misconduct; and/or
- vi. Engaging in theft, fraud or deceptive business practices?

Yes  No      If yes, please provide the following:

Name of Entity/Person Against Whom Action was Taken	Date of Action	Name of Government Entity that Took Action	Action Taken

**SECTION B(5)**

Yes  No      Does the INDIVIDUAL executing this disclosure have any unsatisfied judgments?

Name of Person Against Whom Judgment was Issued	Date of Action	Amount of Judgment

For each occurrence listed above, in Sections B(3), B(4), and B(5), please provide a true copy of all final orders and/or judgments, consents and agreements. For the purposes of these paragraph, a judgment of liability in an administrative or civil action shall include, but not be limited to, any finding or admission that the applicant, or any of its partners, officers, directors, principals, members or persons with an ownership of 10 percent or more in the applicant engaged in an unlawful practice or practices related to any of the named situation herein above, regardless of whether that finding was made in the context of an injunction, a proceeding resulting in the denial, suspension or revocation of a license, certification or registration, consented to in an assurance of voluntary compliance or any similar order or legal agreement with any state or federal agency.

**CERTIFICATION**

**I certify that all information provided in connection with the application is true to the best of my information, knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny this registration, suspend or revoke a registration issued by the New Home Warranty Program.**

\_\_\_\_\_  
 Authorized Signature (*Must be signed by individual listed in section B(1)*)      Title:

\_\_\_\_\_  
 Name (Print or Type)      Date:

STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Division of Codes and Standards

Bureau of Homeowner Protection

New Home Warranty Program

SCHEDULE C - OFFICERS/PRINCIPALS

NAME OF BUSINESS \_\_\_\_\_

**TYPE OF APPLICATION**

New

Renewal

Amended

**SECTION C(1) - OFFICERS/PRINCIPALS** *(Sole Proprietorships must also complete this section)*

List below the names, addresses and positions of each principal, officer, partner, director, member and individual in the business. **Also list the names and addresses for all individuals who hold a minimum of 10% interest in this business** *(this page may be photocopied if additional copies are needed).*

**NOTE: SOCIAL SECURITY NUMBERS WILL REMAIN CONFIDENTIAL AND WILL NOT REMAIN IN FILES REVIEWED OR COPIED BY THE GENERAL PUBLIC.\***

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Other names by which known or previously known \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Other names by which known or previously known \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Other names by which known or previously known \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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\*Pursuant to N.J.S.A. 2A:17—56.44e of the New Jersey Child Support Enforcement Law, N.J.S.A. 54:50-25 of the New Jersey Taxation Law, the Division of Codes and Standards is required to obtain your Social Security number. The Division is further obligated to provide your social security number to the Probation Division or other agency responsible for child support enforcement, and to the Director of Taxation. **By completing and signing this application, you are consenting to a criminal history records check for a noncriminal justice purpose.**