

Top Tips *for License Applicants*

Source: New Jersey Division of Consumer Affairs

1. Read the entire application before you apply and make sure you have filled out every section and answered every question before you submit it to the Board.
2. After you complete the application, find a Notary Public to notarize your signature on the application. Most bank branches have a Notary Public who can assist you, usually for a small fee.
3. Include the correct application filing fee with your application. The amount of the non-refundable filing fee can be found on the first page of the application. Send only a check or money order, made payable to the "State of New Jersey." If you submit a money order, fill out all sections including your name, and save the receipt portion for your records. If you are submitting a check, make sure your name is clearly printed on the check.
4. If you are required to submit official transcripts or examination results, arrange for the school or examination entity to send the documents directly to the Board. The Board cannot accept copies of these documents or other required documents sent by the applicants themselves.
5. If you are required to submit proof that you are licensed in a state other than New Jersey, contact that out-of-state licensing board and request that it send a license verification letter directly to the New Jersey Board. The submission of a copy of your out-of-state license **does not** meet the requirements for license verification.
6. **For those applicants who are required to undergo a Criminal History Background Check:** Schedule an appointment to have your fingerprints digitally recorded as soon as you receive the fingerprinting instruction sheet and the preprinted form from the Board. To save time, you can schedule an appointment to be fingerprinted at the next available appointment anywhere in New Jersey, instead of the next available appointment closest to your home. There are 17 fingerprinting locations throughout New Jersey and some are busier than others.
7. If you have been arrested or convicted of a crime, you must submit a detailed letter of explanation, all of the relevant police reports, reference letters and, if applicable, judgments of conviction, sentencing orders, termination of probation orders and evidence of rehabilitation. Contact the court clerk and any attorneys involved to request the file regarding your arrest or conviction.
8. Make sure you submit a passport-style photograph of your face and shoulders. Full-sized photographs, photographs with other people, full-body photographs, photocopies of photographs, scanned photographs or photocopies of your passport **will not** be accepted. Sign your full name and print your first and last name on the reverse side of the photograph in case it becomes detached from your application.
9. When responding to the question on the application concerning "student loan default," please note that according to the U.S. Department of Education, "default means you failed to make your payments on your student loan as scheduled according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan." If you just graduated and have not yet made any scheduled payments, you are most likely not in default.
10. Include a copy of your marriage certificate, divorce decree or court order if you have ever changed your name.
11. Notify the Board promptly of any new address or change of address after you have submitted your license application.

NJ Office of the Attorney General
Division of Consumer Affairs

1-800-242-5846 ■ 1-973-504-6200
www.NJConsumerAffairs.gov