



New Jersey Office of the Attorney General

Division of Consumer Affairs
Office of Consumer Protection
Regulated Business Section
124 Halsey Street, 7th Floor, P.O. Box 46016
Newark, NJ 07101
1-888-656-6225
www.njconsumeraffairs.gov/contractor.htm



INSTRUCTIONS FOR REGISTERING AS A HOME IMPROVEMENT CONTRACTOR

WHO MUST FILE:

Every business engaging in the business of making or selling home improvements, whether an individually owned business or a corporation, limited liability company, partnership, or other business entity, is required to register annually with the New Jersey Division of Consumer Affairs (“the Division”) unless specifically exempted from registration under the Act. For a list of the exempt categories see the Contractors’ Registration Act and proposed regulations and the Frequently Asked Questions (“FAQ’s”) included in this packet.

ALL HOME IMPROVEMENT CONTRACTORS ARE REQUIRED TO REGISTER BY DECEMBER 31, 2005. ALLOW SEVERAL WEEKS FOR PROCESSING ONCE A COMPLETED APPLICATION HAS BEEN RECEIVED AT THE DIVISION. ALL HOME IMPROVEMENT CONTRACTORS ARE STRONGLY ENCOURAGED TO SUBMIT A COMPLETED APPLICATION PACKAGE BY SEPTEMBER 1, 2005. AFTER THE EFFECTIVE DATE, MUNICIPALITIES ARE BARRED FROM ISSUING CONSTRUCTION PERMITS IF YOU ARE NOT REGISTERED AND ARE REQUIRED TO BE REGISTERED.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. The date of filing will be the date the Regulated Business Section receives a completed application. All questions and sections of the Home Improvement Contractor Application for Initial Registration must be completed. If a question does not apply to you, so indicate. If there is insufficient room on the form for you to provide a complete answer to the question, staple additional sheets of paper to the form. Clearly note on the top of any additional sheets the applicant’s name as it appears on the application and the number of the question to which the sheet refers.

You are required to report to the Regulated Business Section, within 20 days, any changes, additions or deletions to the information provided on the Home Improvement Contractor Application for Initial Registration.

BEFORE COMPLETING THE APPLICATION, PLEASE READ THE INSTRUCTIONS RELATED TO THE CORRESPONDING QUESTION ON THE FORM:

1. List the name of your business. This will then be the name that appears on your registration. If you are the only owner of the business and are doing business under your own name (“a sole proprietor”), list your own name.
2. “Principal address” means the main address from which you do business and the address at which you wish to receive mail. Please note, if you provide an e-mail address, we will interpret this as permission to contact you via e-mail.
4. An agent for service of process is the person or corporation 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 a limited partnership you are required to have a registered agent/agency for service of process.
- 7(a) If you answer ‘Yes’ to question 7(a), your registration will be denied until you provide the Division with a written release issued by the lenders or guarantors stating that you have cured the default or are making payments on the loan in accordance with a repayment agreement approved by the lender or guarantor.

7(b) If you answer 'Yes' to question 7(b), your registration will be denied until the court or the Probation Division certifies that the conditions that resulted in the denial are satisfied.

7(c) Federal law limits the issuance or renewal of professional or occupational licenses, certificates or registrations to U.S. citizens or qualified aliens. To comply with the federal law, you must indicate whether you are a U.S. citizen or a legal alien. Check the appropriate box and, if you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the office of U.S. Citizenship and Immigration Services (USCIS). Please refer to the enclosed list which explains the status of aliens and the appropriate documents which may be submitted.

Questions about your immigration status and whether or not it qualifies you for work under federal law should be directed to the USCIS at 1-800-375-5283. If you are not a U.S. citizen and do not fall within any of the alien status categories in the application, please check "other."

8. If you are not sure whether your business requires a Federal Employer Identification Number (FEIN), information on the following web site may help you: www.irs.gov . Under the section labeled "Information For" double click on "Businesses." In the section "Related Topics" double click on "Employer ID Numbers." If your principal business or office is in New Jersey, you may write to the "Internal Revenue Service Center" at: Attn: EIN Operations, Holtsville, NY 00501 or call 1-800-829-4933.
11. Provide a copy of any judgments with your completed application. If you are unsure whether a judgment against the applicant or its officers involves the situations listed in i through vi (fraud, gross negligence etc.) please consult your attorney.

IN ORDER TO EXPEDITE THE ISSUANCE OF YOUR REGISTRATION PLEASE SUBMIT THE FOLLOWING:

- A check or money order payable to "The N.J. Division of Consumer Affairs" for the application for registration fee of \$90 with the payment coupon fully completed. If the coupon is preprinted and there are any errors on it, please correct the errors legibly in ink.

Please note, the fee is NON-REFUNDABLE.

- The Home Improvement Contractor Application for Initial Registration completed in all respects.
- A copy of the filed Certificate of Incorporation or other business certificate, Registration of Alternate Name (if applicable) or Trade Name.
- If you are an out-of-state business, a copy of the filed Certificate of Authority to do business in the State of New Jersey which can be obtained from the Division of Commercial Recording (1-609-292-9292).
- Completed Disclosure Statement.
- An insurance certificate confirming that you are the named insured under a policy of commercial general liability insurance in a minimum amount of \$500,000 per occurrence.
- A written release issued by the lenders or guarantors if required by Question 7 (a).
- A certification from the court or the Probation Division if required by Question 7 (b).
- A copy of immigration documents if required by Question 7 (c).
- Documents showing action taken against a professional or occupational license if required by Question 10.
- Copies of all final orders, judgments, consents or agreements listed in answer to Question 11.
- A true copy of every conviction, sentencing order and termination of probation order as listed in the Disclosure Statement.
- Documents demonstrating evidence of rehabilitation if applicable in connection with the Disclosure Statement.

Alien Status Categories

The following are categories of alien status. Please submit documents evidencing such status. The alien status documents listed for each category are the most commonly used documents that the office of U.S. Citizenship and Immigration Services (USCIS) provides to aliens in those categories. You may provide other acceptable evidence of your alien status even if not listed below.

1. An alien lawfully admitted for permanent residence under the Immigration and Naturalization Act (INA). Evidence includes:
 - INS Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”); or
 - Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94.

2. An alien who is granted asylum under section 208 of the INA. Evidence includes:
 - INS Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
 - INS Form I-688B (Employment Authorization Card annotated “274a. 12(a)(5)”.
 - INS Form I-766 (Employment Authorization Document) annotated “A5”.
 - Grant letter from the Asylum Office of INS; or
 - Order of an immigration judge granting asylum.

3. A refugee admitted to the United States under section 207 of the INA. Evidence includes:
 - INS Form I-94 annotated with stamp showing admission under s207 of the INA;
 - INS Form I-688B (Employment Authorization Card) annotated “274a. 12(a)(3)”.
 - INS Form I-766 (Employment Authorization Document) annotated “A3”, or
 - INS Form I-571 (Refugee Travel Document).

4. An alien paroled into the United States for at least one year under section 212(d)(5) of the INA. Evidence includes:
 - INS Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

5. An alien whose deportation is being withheld under section 243(h) of the INA (as in effect immediately prior to September 30, 1996) of Section 241(b)(3) of such Act (as amended by section 305(a) of division C of Public Law 104-208). Evidence includes:
 - INS Form I-688B (Employment Authorization Card) annotated “247a. 12(a)(10)”.
 - INS Form I-766 (Employment Authorization Document) annotated “A10”, or
 - Order from an immigration judge showing deportation withheld under s243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under s241(b)(3) of the INA.

6. An alien who is granted conditional entry under section 203(a)(7) of the INA as in effect prior to April 1, 1980. Evidence includes:
 - INS Form I-94 with stamp showing admission under s203 (a)(7) of the INA;
 - INS Form I-688 (Employment Authorization Card) annotated “274a. 12(a)(3)”;
 - INS Form I-766 (Employment Authorization Document) annotated “A3”.

7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980). Evidence includes:
 - INS form I-551 (Alien Registration Receipt Card, commonly known as a “green card”) with the code CU6, CU7, or CH6.
 - Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with the code CU6 or CU7; or
 - INS Form I-94 with stamp showing parole as “Cuban/Haitian Entrant” under section 212(d)(5) of the INA

8. An alien paroled into the United States for less than one year under section 212(d)(5) of the INA. (Evidence includes INS Form I-94 showing this status.)

9. An alien not in categories 1 through 8 above who has been admitted to the United States for a limited period of time (a non-immigrant). Non-immigrants are persons who have temporary status for a specific purpose. (Evidence includes INS Form I-94 showing this status.)