

How to File an Application for License/Registration

Please make sure you have successfully completed your Business Profile first before filing for an application.

If you don't know if your Business Profile is complete.

Go to "My Businesses" tab and click the Actions button and if says "Complete Business Profile" you must click that option and finish your business first.

NEW JERSEY DIVISION OF CONSUMER AFFAIRS

Carli Fais
Acting Director
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Portal Access Request My Applications My Agent Applications My Licenses/Registrations **My Businesses**

Home / Businesses

Businesses

Below is a list of the active businesses in which you own or have ownership in. To add a new business, click the 'Enter New Business' button below.

Name ↑	Business Type	Main Phone	Email	Actions
Business Name	Corporation	Phone Number	Email	<div>Submit/View Requests Complete Business Profile</div>

If your business does not say "Complete Business Profile" and says "View/Edit Profile" your Business Profile is complete.

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Name ↑	Business Type	Main Phone	Email	Actions
Business Name	Corporation	Phone Number	Email	<div>Submit/View Requests View/Edit Profile</div>

Once Business Profile is complete.

Click on the HOME tab

Then click on “File an Application for License/Registration”

The screenshot shows the top portion of the website. At the top left is the State of New Jersey logo with the text "The State of New Jersey" and links for "NJHome", "Services A-Z", and "Departments / Agencies". To the right is the "Office of the Attorney General" logo with links for "OAGHome" and "Agencies / Programs / Units". Below this is the "NEW JERSEY DIVISION OF CONSUMER AFFAIRS" logo and the name "Cari Fais, Acting Director" with a "Read Bio" link and a portrait photo. A dark navigation bar contains the following items: "Portal Access Request", a home icon (highlighted with a red box), "My Applications", "My Agent Applications", "My Licenses/Registrations", "My Businesses", a search icon, and a search input field.

Please select one of the following options:

Three blue buttons are displayed horizontally. The first button is "Validate a License or Registration". The second button is "File an Application for License/Registration" and is highlighted with a red rectangular border. A red arrow points from the right towards this second button. The third button is "Download Application Manuals".

For any additional questions, you can contact the division at regulatedbusiness@dca.njoag.gov

Select a License/Registration type



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Home / License/Registration Types

License/Registration Types

Select an option below to submit an application for a new License or Registration



Telemarketer

[Learn More - Instructions](#)



Ticket Brokers

[Learn More - Instructions](#)



Health Club Services

[Learn More - Instructions](#)



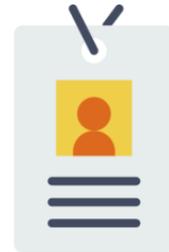
Health Care Service Firm

[Learn More - Instructions](#)



Consulting Firm/Temporary Help Service

[Learn More - Instructions](#)



Career Consulting/Outplacement; Job Listing Service; Prepaid Computer Job Matching Service

[Learn More - Instructions](#)



Employment & Personnel Services

[Learn More - Instructions](#)

Once you have selected the application you want to complete.

Click the **magnifying glass** to select your business.

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Health Care Service Firm

Information that you provide on this application may be subject to disclosure as required by the Open Public Records Act (OPRA).
Notice: Any change to the information in this application must be reported in writing to the Regulated Business Section within 30 days.
Please refer to the instruction sheet. You must answer all of the questions on this application.

Business Name *

Next

Click the magnifying glass to select the business

Select your business

Lookup records

Search

Choose one record and click Select to continue

Name ↑	Business Type	Main Phone	Email
<input type="checkbox"/> Alex Chocolates 3	Corporation	(908) 544-5555	@test.com
<input checked="" type="checkbox"/> Alex Chocolates Test	Corporation	(908) 777-7777	@dca.njoag.gov

Select Cancel Remove value

The business selected will show under the Business Name.

Click Next to continue your application.



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Home / License/Registration ... / **Health Care Service Firm**

Health Care Service Firm

Information that you provide on this application may be subject to disclosure as required by the Open Public Records Act (OPRA).
Notice: Any change to the information in this application must be reported in writing to the Regulated Business Section within 30 days.
Please refer to the instruction sheet. You must answer all of the questions on this application.

Business Name *

You will know you submitted your application if you completed a payment and received a receipt.

If you do not complete your application you can always go back to finish your application by clicking on “My Applications” or “My Agent Applications” to see if your application says “Submitted” and not “Draft”.

To continue with your application click “Edit Application” under Actions from “My Applications” tab.

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Home / [My Applications](#)

My Applications

This page will display a list of all your applications that are being processed by a DCA staff member.

You can click the 'Apply for New License/Registration' button to file a new application of any kind.

All "Draft" applications that are not "Submitted" within 90 days will be removed.

You can select the 'Upload Documents' menu item in the Actions column to provide any additional documentation to address a deficiency.

[Apply for New License/Registration](#)

Application ID	Business	Application Type	Type	Certification Status	Status	Actions
SPA	Alex Chocolates Test	Health Club Services	Initial	Certified	Draft	▼
HCSI	Alex Chocolates Test	Health Care Service Firm	Initial	Pending Certification	Draft	▼
CTH	Alex Chocolates Test	Consulting Firms/Temporary Help Services	Initial	Certified	Draft	Edit Application Upload Documents Discard Application Inspections