

How to submit a Special Request

Click "Submit/View Request"

NEW JERSEY DIVISION OF CONSUMER AFFAIRS

Cari Fais
Acting Director
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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.

[Enter New Business](#)

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

Click "Create a New Request"

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Business Requests

Click the 'Create a New Request' button to submit a request to DCA to change business information.

[Create a New Request](#)

Request Type	Status Reason	Created On ↓	Actions
There are no records to display.			



Submit a Request

Select the type of change you would like to submit *

Next

Select the type of request and click Next.



Submit a Request

Select the type of change you would like to submit *

- Business Address Change
- Business Ownership Change
- Business Name Change
- Business Closure
- License Reprint
- Special Permit
- Transfer Agent License

*If you would like to change/update your Mailing Address, Phone Business Number, Email and Registered Agent Name.

You can make that change by going to "View/Edit Profile" under Actions on your business profile.

How to Edit your Business Profile

Under “My Businesses” tab.

Click “View/Edit Profile” under Actions.

The screenshot shows the New Jersey Division of Consumer Affairs website. The header includes the logo and the text "NEW JERSEY DIVISION OF CONSUMER AFFAIRS". A navigation bar contains links for "Portal Access Request", "My Applications", "My Agent Applications", "My Licenses/Registrations", and "My Businesses" (highlighted with a red box). Below the navigation bar, the page title is "Businesses". A callout box with a red border and arrow points to the "View/Edit Profile" button in the "Actions" column of a table. The table has columns for "Name", "Business Type", "Main Phone", "Email", and "Actions".

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Business Name	Corporation	Phone Number	Email	Submit/View/Requests View/Edit Profile

You can update your, Phone Business Number, Email, Registered Agent Name and Mailing Address.
Once you make changes you must click Submit.



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Home / [Edit Business](#)

Edit Business

Business ID Number
#####

Business name as it will appear on the license/registration *
[Business Name](#)

Type of business organization *
Corporation

Out of State Corporation

Parent Business
-

Phone *
[Phone Number](#)

Email *
[Email](#)

Federal Employer Identification Number (FEIN) *
Ⓔ
.....

Provide the name and address of an agent in the State of New Jersey for service of process.

Registered Agent Name *
[Hello you](#)

Street 1 *
[NJ](#)

Street 2
[124 Halsey St](#)

Telephone *
[Phone Number](#)

City *
[Elizabeth](#)

State *
[NJ](#)

ZIP Code *
[07102](#)

Business Address

Street 1	Street 2	City	State	ZIP Code
124 Halsey St		Newark	NJ	07102-3096

Mailing Addresses

[Add New Address](#)

Street 1	Street 2	City	State	ZIP Code	Actions
Broad St		Newark	NJ	07102-3096	⌵

Business DBAs

[Doing Business As](#) ↑

Business Ownership

Owner Type	Name	First Name	Title	Percentage of Ownership
Individual				

[Submit](#)

**To change your Mailing Address you must first remove the current address.*

Mailing Addresses

Street 1	Street 2	City	State	ZIP Code	Actions
124 Halsey St		Newark	NJ	07102-3096	<div style="border: 1px solid #ccc; padding: 2px;">▼ Edit Remove</div>

[Add New Address](#)

Once the address is removed, you can click on “Add New Address”.

Mailing Addresses

Street 1	Street 2	City	State	ZIP Code	Create
There are no records to display.					

[Add New Address](#)

Once you fill out the mailing address, click Submit.

Create ×

Address Type
Mailing

Street 1 *

Street 2

City *

State *

ZIP Code *

[Submit](#)