

Top Tips *for* License Applicants

Source: New Jersey Division of Consumer Affairs

1. Read all application instructions carefully.
2. The Board's website is a useful tool for applicants and licensees. Check it regularly for answers to frequently asked questions, updates, alerts, and meeting information.
3. When submitting your application, be sure to include or upload all required supporting documentation. Missing documentation will result in a deficient application, which may delay processing.
4. Online applications will prompt you to pay the application fee at the end of the application. Your application will not be submitted until you pay the application fee. If there are additional fees associated with the application or license, the Board will send you an invoice, which is payable online through your **MyLicense** account. If you are unable to pay online, fees may be submitted to the Board by 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. Please include a copy of your invoice when submitting a check or money order.
5. 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 application instructions will provide the email or mailing address to receive transcripts or examination results. The Board cannot accept copies of these documents or other required documents sent by the applicants themselves.
6. If you are required to submit proof that you are or were licensed in a state other than New Jersey, contact that out-of-state licensing Board(s) and request that it send a license verification letter directly to the New Jersey Board. The application instructions will provide the email or mailing address to receive license verification letters. The submission of a copy of your out-of-state license does not meet the requirements for license verification.
7. 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.
8. 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.
9. Make sure you upload a passport-style photograph of your face and shoulders with your online application. Full-sized photographs, photographs with other people, full-body photographs, photocopies of photographs, scanned photographs or photocopies of your passport will not be accepted.
10. Include with your application 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. Your address, phone number and email address can be updated through your **MyLicense** account.



New Jersey Office of the Attorney General
Division of Consumer Affairs