

Business Licensing Services Bureau P.O. Box 170 Trenton, New Jersey 08666-0170 (609) 292-6500 ext.5013

E-Mail: mycblsprocessing@mvc.nj.gov

Application to Amend a Business License, Registration or Permit

Section A. GENERAL INFORMATION		
Please Clearly Print or Type All Information		
Business License Type	Business License #	
Business Name		
Business Address	City Zip Code	
Business Telephone Number	E-mail Address	
Person Making Request	Title	
Section B. CHANGE OF BUSINESS ADDRESS		
OLD INFORMATION	NEW INFORMATION	
Old Address	New Address	
City Zip Code	City Zip Code	
County	County	
Business Telephone Number	Business Telephone Number	
You must submit the following additional	documents according to your license type	
Dealer / Driving School	Auto Body Repair Facility	
□ Copy of Certificate of Occupancy (Driving School Only)	☐ Certificate of Occupancy or Municipal approval signed by the Municipal Governing Body or Zoning Official	
□ Copy of Property Deed or Lease/Rental Agreement	☐ Copy of Property Deed or Lease/Rental Agreement	
□ Copy of phone bill or phone installation order for the business	☐ Copy of Certificate of Liability Insurance reflecting the new	
Copy of Certificate of Lia bility Insurance reflecting the new address/ location	address/ location	
□ Copy of Sur ety Bond reflecting the new address/location	☐ Copy of Fire Marshal Certificate ☐ Copy of Stack Permit/ Exemption (<i>If applicable</i>)	
□ Business Hours Form	□ Copy of Hazardous Waste Disposal Agreement or photograph	
☐ Photographs/plans clearly depicting the complete premises and	of recycling equipment on premises	
signage of the business location	□ Sub-Contract Agreement Form (If applicable)	
Dealer Certification of Licensed Location Type and Proper Walls	Business Hours Form	
☐ Certification – Allowable Use of Business Location ☐ O wplekr crl'Cr r tqxcn	☐ Photographs/plans clearly depicting the complete premises, signage and required equipment	
U O MARK CHOLL LYSON	signage and required equipment	
Section C. CHANGE OF BUSINESS STRUCTURE		
The following additional do	cuments must be submitted	

- □ Copy of amended formation/incorporation papers
- □ Copy of amendments submitted to the NJ Department of Treasury Corporate Records Unit and the NJ Division of Taxation
- ** If the legal business name was amended as a result of the business structure change; you must also complete Section F.

Section D. ADD / CLOSE A BRANCH LOCATION			
ADDED BRANCH LOCATION		CLOSE	D BRANCH LOCATION
Business Address		Business Address	
City	Zip Code	City	Zip Code
County		County	
Business Telephone Number		Business Telephone Number	r
* You must submit the follo each branch	owing additional documents for	*You must surrender this application	r your branch location wall license with
36 1 1 1 1	11 4 M ' 10 - ' D 1	7 ' 000' 1	

- □ Municipal approval signed by the Municipal Governing Body or Zoning Official
- ☐ Copy of Certificate of Occupancy (Driving School Only)
- ☐ Copy of Property Deed or Lease/Rental Agreement for each branch location
- □ Copy of phone bill or phone installation order listing each branch location
- □ Copy of amended Certificate of Liability Insurance reflecting the new address/location that has been added
- □ Business Hours Form
- ☐ Certification Allowable Use of Business Location
- ☐ Dealer Certification of License Location Type and Proper Walls
 - **Autobody Shops are not eligible for branch license locations.

Section E. ADD / REMOVE A BUSINESS OFFICER		
LIST ADDED OFFICER(S)	LIST REMOVED OFFICER(S)	
1.	1.	
2.	2.	
3.	3.	
The following additional documents must be submitted	The following additional documents must be submitted	
 □ Copy of Corporate Resolution listing new officer(s), amended formation/incorporation papers and evidence of change of stock % □ Fingerprint Request Notification Form listing new officer(s) □ Supplementary Application for each added officer(s) □ Child Support Certification for each added officer(s) □ Copy of driver license for each added officer(s) □ Passport size color photograph for each added officer(s) 	□ Copy of Corporate Resolution listing removal of officer(s), amended formation/incorporation papers and evidence of stock % □ Signed Letter of Resignation from removed officer(s) or Copy of a Death Certificate (if applicable)	

Section F. CHANGE OF LEGAL BUSINESS NAME / TRADE NAME (DBA) NEW BUSINESS NAME NEW TRADE NAME

NEW BUSINESS NAME	NEW TRADE NAME
New Name:	New Trade Name:
The following additional documents must be submitted	The following additional documents must be submitted
☐ Amended Certificate of Incorporation listing new name ☐ Copy of amended Certificate of Liability Insurance ☐ Copy of amended Surety Bond	□ Copy of Certificate of Alternate Name Change from the Department of Treasury Corporate Records Unit
*You must amend your name with the Department of Treasury, Corporate Records Unit and the Division of Taxation	

Section G.	BUSINESS CERTIFICATION STATEMENT
	be completed by the individual submitting this application on behalf of the business entity artner, officer, director or person having a controlling interest in the named entity.
	ENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION WILL DUAL AND/OR APPLICANT TO CIVIL AND CRIMINAL PENALTIES ALLOWED
	of (business name)
	d understood the questions contained in the attached application and all of its parts. I
certify under penalty of truthful. I acknowledge	law, that the information given in response to each section and/or part is complete and that the New Jersey Motor Vehicle Commission may, by means it deems appropriate, and truth of the statements made in the application.
Vehicle Commission a	formation submitted is for the express purpose of requesting that the New Jersey Motor end a business license. I agree and warrant that truthfully answering the questions on this attirely within my control.
I further, certify that I	ve been authorized by, and have the authority to bind the entity making this application.
Name (prin	Date

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Title

BLS-25(10-24)

Signature