Updated: 11/2/2026

State of New Jersey
BOARD OF PUBLIC UTILITIES

ENERGY AGENT, PRIVATE AGGREGATOR, and/or ENERGY CONSULTANT INITIAL REGISTRATION INSTRUCTIONS

- **Effective November 2, 2026: The New Jersey Board of Public Utilities ("BPU" or "Board") has transitioned to an exclusive electronic filing ("e-filing") system for all petitions, discovery, motions and all official documents.**
  - **All applications, and related documentation, must be submitted electronically via the BPU External Access Portal ("NJBPU Portal").**
  - **E-Filing instructions can be found at:** https://nj.gov/bpu/agenda/efiling/
  - **Submissions via email are no longer considered officially filed with the BPU.** An additional copy via e-mail is acceptable, however, the filing is only considered received once uploaded to the NJBPU Portal.
  - **Submissions via traditional mail are no longer considered officially filed with the BPU.** However, in addition to an electronic copy submitted to the NJBPU Portal, submissions of original perfected copies of surety bonds and fee payments made by check or money order shall also be made via traditional mail.
    - If paying initial application fee by check or money order, submit the required fees via traditional mail with a cover letter detailing the company name, application type, and the date application electronically submitted.
    - In addition, applicants applying for an energy consultant registration must provide original perfected surety bond in the amount of $10,000 via traditional mail with a cover letter detailing the company name, application type, and date application electronically submitted.
    - **Mailing Address FOR SURETY BONDS AND/OR FEES ONLY:**

      New Jersey Board of Public Utilities
      Attn: Licensing and Registration Unit
      Division of Audits
      44 South Clinton Avenue
      1st Floor, P.O. Box 350
      Trenton, NJ 08625-0350
  - **Provide the NJBPU Portal upload confirmation to the Division of Audits via e-mail to:** Audits.Licensing@bpu.nj.gov
  - **Please direct NJBPU Portal account registration or filing upload questions to**: ITHELPDESK@bpu.nj.gov

- **To avoid processing delays, please follow the additional e-filing guidelines below:**
    - Initial applications are uploaded to the NJBPU Portal "without docket number". A docket number will be assigned following receipt of complete application submissions.
    - A single PDF file containing the application with all related attachments is preferred. If filing confidential and preliminary public copies, then upload two files (one confidential copy and one preliminary public copy).
    - If submitting a confidential filing or document, with the required request for confidential treatment in accordance with N.J.A.C. 14:1-12, please ensure a preliminary public copy is also uploaded.
    - Do not upload photos of documents. Please provide scans of any hardcopy documents.
    - Do not upload password-protected files.
    - If additional information or documentation is required following Staff's review of the application, then official responses to such discovery requests shall be uploaded via the NJBPU Portal under the docket number assigned to the initial application.
- **Choose one of the following payment options ($750 Initial Application and Registration Fee):**
    - Check or money order made payable to "Treasurer, State of New Jersey, c/o the New Jersey Board of Public Utilities".
    - ACH Payment – Please contact the Division of Audits via e-mail at Audits.Licensing@bpu.nj.gov to request instructions.
- All sections of this form, including related attachments, are subject to the rules and requirements of the State of New Jersey's Open Public Records Act. (N.J.S.A. 47:1A-1 et seq.) unless included in list of exemptions at N.J.S.A. 47:1A-1 et seq. and N.J.A.C. 14:4-5.1(k). If a registrant considers any information provided to be confidential, a request for confidential treatment must be made in accordance with N.J.A.C. 14:1-12.
    - **Related links**:
        - State of New Jersey: Board of Public Utilities - OPRA Information
        - State of New Jersey: Government Records Council - OPRA's Exemptions from Disclosure
        - State of New Jersey: Administrative Code (NJAC)
        - State of New Jersey: Statutes Annotated (NJSA)
    - In accordance with N.J.A.C. 14:4-5.1(k), the most common exemption is "Financial statements, unless already publicly available Federally or in other states or jurisdictions" and such attachments shall not be deemed as public information. Filers are not required to submit a confidentiality claim for financial statements. Please review the rules and regulations for more information regarding OPRA exemptions.
- All applications submitted to the Board of Public Utilities must be complete and include all fees, documents, schedules, and attachments.
- Type or print all answers. Do not leave any questions unanswered. If a question is not applicable or the answer is none, please type or print "N/A" only when instructed.

- Any question which is answered "yes" requires a detailed explanation. Attach a separate schedule providing details. Failure to provide adequate information will cause a delay in processing the renewal application.
- Applications must be properly sworn to, signed and dated by:
    - Authorized corporate officer if a corporation;
    - Member of the partnership and a witness if a partnership; or
    - The sole proprietor and a witness if a sole proprietorship, in the spaces provided for attestation.
- **Signatures must be witnessed by a notary or attorney.**
- Applicant may be required to complete a criminal history request form for all key operating personnel, officers, directors, partners or owners. The Board will notify applicants when such a form is required.

ADDITIONAL INFORMATION AND TEMPLATE DOCUMENTS

The following information is provided to answer common inquiries which the agency has received from prospective applicants. If you have a specific question regarding an application which has not yet been submitted, please contact the Division of Audits at Audits.Licensing@bpu.nj.gov.

New Jersey Alternate Name Registration Certificate

- **Background:** Required in most instances of a company using a DBA name in New Jersey, Alternate Name Registration Certificates are issued by the New Jersey Department of Treasury, Division of Revenue and Enterprises Services and they are effective for five years and may be renewed for five-year periods. Companies are required to provide the Board with current alternate name registration certificates (or the County Clerk's Certificate of Trade Name, if applicable) when utilizing a d/b/a name in New Jersey.
- Useful links to file for a new alternate name, or, to obtain a copy of an existing certificate:

To file a request for use of a new alternate name:	https://www.njportal.com/dor/businessamendments Click "Start the filing process" under *File an Amendment or an Alternate Business Name*.
To obtain a copy of the certificate for an existing alternate name registration:	https://www.njportal.com/dor/businessrecords/
For information regarding alternate names and renewals:	https://www.nj.gov/treasury/revenue/altname.shtml
For assistance via phone:	609-292-9292

Energy Consultant Information

- **Background**: The BPU also registers energy consultants that are energy agents with the added authority to obtain customer energy usage electronic data through the Electronic Data Interchange ("EDI") directly from utility companies. EDI is the direct computer-to-computer exchange and processing of standard business forms from one business application to another. The main elements of EDI are data exchange, message translation and processing and integration into various applications.
- **Application**: If applying for an Energy Consultant registration the applicant must also apply for (or already be registered as) an Energy Agent.
- **Energy Consultant Fees:** There is no additional fee required to register as an Energy Consultant, as long as the applicant has applied or is already registered as an Energy Agent.
- **New Jersey Office Requirement (For Energy Consultants ONLY):** Pursuant to the licensing standards adopted by the Board, energy consultants must maintain an office within New Jersey (an energy agent is excluded from this requirement). The registrant must acquire and maintain office space through ownership by the registrant, or through a lease, in its name. The purpose of this office is for accepting service of process, maintaining the summary records related to energy contracts or transactions entered into with New Jersey customers or services provided by the energy consultant to New Jersey customers and ensuring the registrant's accessibility to State agencies, consumers and electric and gas public utilities. The records related hereto may be kept in electronic form; including electronic access for records maintained out of state. **A post office box, virtual office, or rented mail-receiving space shall not constitute a New Jersey office.** See N.J.A.C. 14: 4-5.11(b)3
- **Surety Bond (For Energy Consultants ONLY):** See N.J.A.C. 14:4-5.11(b)2
    - Bond must be submitted with application. See page 1 of these instructions for additional information.
    - Bonds must be posted for a term that will extend for at least as long as the Energy Consultant registration remains in effect, including any time during which the registration term is extended under N.J.A.C 14:4-5.9(a).
    - Obligee is "Treasurer, State of New Jersey"
    - Required language for bond (see attached):

SURETY BOND (ENERGY CONSULTANT) – <u>REQUIRED LANGUAGE</u>

Bond No. _____

Bond required by N.J.S.A. 48:3-78 (c) (4) **and/or** N.J.S.A. 48:3-79 (c) (4) to register as an Energy Agent in the subcategory of Energy Consultant to arrange the sales of electricity or natural gas or electric or natural gas related services in New Jersey.

KNOW ALL PEOPLE BY THIS DOCUMENT, that we _____(principal), hereinafter referred as to as the Principal, with principal offices and place of business located at _____ and _____(surety) a corporation organized and existing under the laws of the State of _____, and authorized to do business in the State of New Jersey, hereinafter referred to as Surety, are held and firmly bound unto TREASURER, STATE OF NEW JERSEY, hereinafter referred to as Obligee, for the use and benefit of all persons establishing legal rights hereinunder, in the sum of TEN THOUSAND AND NO/100 ($10,000) lawful money of the United States of America, to the payments of which sum, well and truly to be made, we bind ourselves, our executors, administrators, successors, and assigns, firmly by this document.

WHEREAS, the Principal as an Energy Consultant desires to receive customer usage information electronically pursuant to applicable Board of Public Utilities ("Board") Orders and

WHEREAS, pursuant to the Board of Public Utilities' Order of March 1, 2000 (Docket Nos. EX94120585Y et.al), the Principal is required to maintain a bond to insure against misuse of customer information.

NOW, THEREFORE, if the Principal shall faithfully provide independent advice to customers for the purchase of retail electricity or electric related services, or retail gas supply or gas related services in New Jersey and shall maintain customer information in accordance with applicable confidentiality laws, rules, regulations and Board Orders and not file for bankruptcy or for similar protection under law, then this obligation shall be void, otherwise to remain in full force and effect as security for the use of the State of New Jersey and/or Board of Public Utilities and/or any person or entity who is damaged or suffers any loss by failure to observe applicable confidentiality laws, rules, regulations and Board Orders by this Principal.

The aggregate liability of the Surety is limited to the foregoing sum which sum shall be reduced by any payment made in good faith hereunder.

The term of this bond is for the period beginning (_____) and terminating (_____), and may be continued for an annual period by a Continuation Certificate signed by the Principal and Surety, a copy of which must be

served by registered mail upon the Secretary of the Board of Public Utilities.

In order to draw funds on this Bond, the Secretary of the New Jersey Board of Public Utilities shall present the following document to the Surety:

Affidavit sworn to and signed by the Secretary of the New Jersey Board of Public Utilities, stating that at its public agenda meeting of _____(date), the Board of Public Utilities determined that _____(principal) has not satisfactorily performed its obligations to a person or entity, who has been damaged or suffered a loss by means of the misuse of confidential customer information, or by reason of breach of contract or violation of regulations, rules, Standards or Board Orders promulgated pursuant thereto.

SIGNED, SEALED AND DATED this _____day of _____, _____
(day) (month) (year)

_____
(Principal)

_____
By:

_____
(Surety)

_____
(Address of Surety)

_____
By:

NOTARIZATION: