*Updated: 11/2/2026*

State of New Jersey
**BOARD OF PUBLIC UTILITIES**

***ELECTRIC POWER and/or NATURAL GAS SUPPLIER***
***INITIAL APPLICATION 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.
        - Provide original perfected surety bond in the amount of $250,000 via traditional mail with a cover letter detailing the company name, application type, and date application electronically submitted. If applying for both gas and electric licenses, provide two perfected surety bonds, each in the amount of $250,000.
        - In addition, if paying initial application and license fees 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.
        - **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:**
    - 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.
- **Application and License Fee Amounts**:

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|---|---|
| Electric Supplier License Fee (Refundable if application is rejected) | $1,500 |
| Natural Gas Supplier License Fee (Refundable if application is rejected) | $1,200 |
| Electric Supplier License Application Fee (Non-refundable) | $ 350 |
| Natural Gas Supplier License Application Fee (Non-refundable) | $ 350 |

  **Note**: If an applicant applies for more than one license, the applicant shall submit the application fees for both licenses. For example, the total application fee when applying for both an electric power supplier license and a gas supplier license would be $ 3,400.
- 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 licensee 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 New Jersey 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 application.
- Application 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.
- Pursuant to N.J.A.C. 14:4-7.4(d), the State of New Jersey requires that "[t]he TPS shall comply with all FTC [Federal Trade Commission] telemarketing rules." The attached Do Not Call Certification under Oath must be completed and returned along with the application. This certification applies ONLY to those entities that will be telemarketing to residential customers in the State of New Jersey.

## *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 Principal Business Office Requirement -** N.J.S.A. 48:3-78 c (3) and /or N.J.S.A. 48:3-79 c (3); N.J.A.C. 14: 4-5.2(b)

Pursuant to the Electric Discount and Energy Competition Act and the licensing standards adopted by the Board, third party suppliers (electric and/or natural gas) must maintain an office within New Jersey. The licensee must acquire and maintain office space through ownership by the licensee, 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 supplier to New Jersey customers and ensuring the licensee'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.**

**New Jersey Alternate Name Registration Certificate -** 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 |

**Certification under Oath -** Pursuant to N.J.A.C. 14:4-5.3(b)14 the certification under oath shall be signed by a corporate officer, partner, sole proprietor, or other authorized legal representative of the applicant.

**Customer Assistance Information -** Pursuant to N.J.A.C. 14:4-5.2(c), the applicant shall document that it will make itself available to customers and regulators by maintaining the following:

1. An internet website and e-mail address,
2. A **customer service representative**, who is available by toll-free telephone number during normal New Jersey business hours to respond to customer inquiries or complaints,
3. A **regulatory affairs representative**, who is available during normal New Jersey business hours, to
    i. Assist Board Staff in pursuing investigations on behalf of the Board and/or the New Jersey Division of Consumer Affairs.
    ii. Facilitate the resolution of billing complaints and other problems.

***NOTE:*** Automated telephone service shall not, by itself, satisfy these requirements. The applicant shall make it possible for customers, Board Staff, and/or the New Jersey Division of Consumer Affairs, to speak with an authorized individual within 24 hours, if necessary, to resolve a problem. These individuals need not be located in New Jersey, however, the New Jersey resident agent must be located in-state.

In accordance with N.J.A.C. 14:4-7.9(c), a TPS shall maintain a record of complaints received related to their New Jersey operations, how complaints were resolved, as well as those still pending, for review by the Board Staff. Complaint information shall be made available to Board Staff, upon request, within three days' notice.

**Surety Bonds** - N.J.S.A. 48:3-78 c(4) and/or N.J.S.A. 48:3-79 c(4); N.J.A.C. 14:4-5.4(f) 1

A Surety bond, in the name of the licensee, is the **only acceptable form** of financial guaranty accepted (required form of bond provided on the following page).

- Bond(s) must be submitted with application. See page 1 of these instructions for additional information.
- A separate bond is required for electric license applications and gas license applications.
- Bond must clearly state whether it is to provide “generation services” or “gas supply services,” not both.
- Bonds must be posted for a term that will extend for at least as long as the license remains in effect, including any time during which the license term is extended under N.J.A.C 14:4-5.6(a).
- Obligee is "Treasurer, State of New Jersey"
- Required language for bond (see attached):

***SURETY BOND (THIRD PARTY SUPPLIER) – REQUIRED LANGUAGE***

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)

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 TWO HUNDRED FIFTY THOUSAND AND NO/100 ($250,000) 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 has made application to the New Jersey Board of Public Utilities for a license to provide electric generation service and/or gas supply service to retail customers in the State of New Jersey, and

WHEREAS, pursuant to the Electric Discount and Energy Competition Act of 1999, N.J.S.A. 48:3-49 et seq., the Principal is required to maintain a bond to ensure against certain failures.

NOW, THEREFORE, if the Principal shall faithfully pay taxes and assessments and shall faithfully and truly fulfill all of its service or product contracts and other contractual commitments to deliver_____ ("electric generation services" or "gas supply services"), 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 the Board of Public Utilities for failure to pay taxes or assessments and/or of any person or entity, who after entering into a service or product contract or third party supplier agreement for service in the State of New Jersey with the above named principal is damaged or suffers any loss by reason of failure to pay taxes or assessments or by breach of contract or bankruptcy 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 failure to pay taxes or assessments, as required by law, or by reason of breach of contract or violation of N.J.S.A. 48:3-49 et seq. and/or regulations, rules or standards promulgated pursuant thereto.

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

_____
(Principal)

_____
By:

_____
(Surety)

_____
(Address of Surety)

_____
By:

**NOTARIZATION:**

_____

## DO NOT CALL CERTIFICATION UNDER OATH

*Must be completed and signed by a corporate officer, partner, sole proprietor, or other authorized legal representative of the Third Party Supplier.*

1. I _____, hereby certify that I am the _____ of _____, a Third-Party Supplier licensed by the New Jersey Board of Public Utilities (hereinafter the "Company").

2. I hereby certify that I am aware that the Company must comply with all the standards, rules and regulations applicable to its license and must meet all reliability standards in accordance with N.J.S.A. 48:3-49 et seq. or as may be established by any applicable regulatory authority.

3. I hereby certify that as such, the Company must comply with N.J.A.C. 14:4-7.4, which provides, among other things, that all Third-Party Suppliers must comply with the FTC Telemarketing Sales Rule at 16 C.F.R. § 310.4 (b) (1).

4. I hereby certify that the Company is aware of the requirements provided under 16 C.F.R. § 310.4 including, but not limited to, the restrictions on contacting persons on the "do-not-call" registry.

5. I hereby certify that the Company is in complete compliance with the regulations provided under 16 C.F.R. § 310.4.

6. I hereby certify that the Company ensures complete compliance with 16 C.F.R. § 310.4 through the following affirmative actions taken on behalf of the Company:
   _____
   _____
   _____
   _____
   _____
   (Attach additional pages if necessary)

7. I hereby certify that the Company _____DOES_____DOES NOT (check one that applies) employ and/or utilize agents, telemarketers, brokers and/or other third parties for marketing purposes.

8. I hereby certify that if the Company employs and/or utilizes agents, telemarketers, brokers and/or other third parties for marketing purposes, a complete and accurate list of the names, addresses, e-mails and phone numbers of any and all contact personnel of all such entities is attached hereto and made a part hereof.

9. I hereby certify that if employing and/or utilizing agents, telemarketers, brokers and/or other third parties for marketing purposes, the Company ensures that such entities are in compliance with 16 C.F.R. § 310.4 via the following affirmative actions taken on behalf of the Third-Party Supplier:

   _____
   _____
   _____
   _____
   _____
   (Attach additional pages if necessary)

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the above statements are willfully false, I am subject to punishment.

Dated this _____ day of _____, _____ at _____.
(month) (year) (location)

Signature: _____

**NOTARIZATION**:

_____