



In the Matter of Troy Kelsey,
 Institutional Trade Instructor 1,
 Cooking (S0501A), Statewide

CSC Docket No. 2019-3537

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STATE OF NEW JERSEY
FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

Examination Appeal

ISSUED: JULY 20, 2020 (RAM)

Troy Kelsey requests to be permitted to submit a late application for the Institutional Trade Instructor 1, Cooking (S0501A), Statewide examination.

By way of background, the announcement for the subject examination was issued on May 1, 2019 and was open to residents of the State of New Jersey who possessed two years of experience in the area of food preparation and processing including but not limited to cooking, baking, meat cutting, pot washing, dishwashing, and the serving of food in a commercial or institution kitchen as of the May 21, 2019 closing date. It is noted that 30 applicants have been admitted to the examination, which has not yet been administered.

On appeal to the Civil Service Commission (Commission), the appellant, an Institutional Trade Instructor 1, Cooking,¹ states that he had been provisional in the subject title with the Department of Corrections (DOC) prior to his transfer to the Juvenile Justice Commission (JJC) on March 27, 2019. The appellant asserts that because his supervisor was not notified of the subject examination, he was not notified. After he later learned about the subject examination, he was unable to file prior to the closing date because he does not have routine access to his State email since his department has only one computer that the food service workers have access. Moreover, the appellant states that he was in and out of the hospital which caused him to frequently miss work. Therefore, he asks that his request be granted.

¹ Agency records indicate that the appellant has been serving provisionally pending promotional examination procedures in the subject title since February 20, 2016.

CONCLUSION

N.J.A.C. 4A:4-2.1(e) provides that unless otherwise provided for by the Chairperson of the Commission or designee, applications for promotional examinations shall be submitted to the Commission no later than 4:00 p.m. on the announced application filing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause in a particular circumstance in order to effectuate the purposes of Title 11A, New Jersey Statutes.

In the instant matter, the appellant did not submit an application by the closing date for the subject examination. Agency records indicate that the appellant has been serving provisionally in the subject title since 2016, and prior to his transfer to JJC, it is noted that the appellant would have been eligible for future advancements under a previous announcement for the subject title under symbol S0636V that was issued on July 15, 2017 for Northern State Prison, DOC, with a closing date of August 5, 2017.² Furthermore, the appellant explains the reasons why he did not file a timely application. Under the circumstances presented, the Commission finds that there is good cause to relax *N.J.A.C.* 4A:4-2.1(e) and allow the appellant to submit a late application for the subject examination.

In that regard, the Commission emphasizes that the dual purpose of the Civil Service system is to ensure efficient public service for State and local governments and to provide appointment and advancement opportunities to Civil Service employees based on their merit and abilities. These interests are best served when more, rather than fewer, individuals are presented with employment opportunities. *See Communications Workers of America v. New Jersey Department of Personnel*, 154 *N.J.* 121 (1998).

Finally, the Commission notes that the appellant's remedy is based on the circumstances of this matter, and for future examination announcements, the appellant must timely file an application. As this remedy is limited to the unique circumstances of this matter, it does not provide a precedent in any other matter.

ORDER

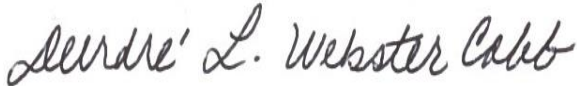
Therefore, it is ordered that this request be granted, and Troy Kelsey be permitted to submit an application for the Institutional Trade Instructor 1, Cooking (S0501A), Statewide examination. It is further ordered that Mr. Kelsey submit a promotional application and the \$25.00 application processing fee to the Division of Agency Services within 15 days of the issuance date of this decision. Upon receipt of the application and processing fee, it is ordered that his application be processed

² The appellant appears on the eligible list for Institutional Trade Instructor 1, Cooking, Northern State Prison (S0636V), DOC, which promulgated on November 30, 2017 and expires November 29, 2020. Although the list is a State list, the eligible list may only be utilized by Northern State Prison.

for prospective appointment consideration. Finally, if Mr. Kelsey's application and the required payment are not postmarked within 15 days of the issuance date of this decision, he will not be entitled to have an application for the subject examination processed.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 17TH DAY OF JULY, 2020



Deirdré L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher Myers
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

c: Troy Kelsey (with blank application enclosed)
Jennifer Lebaron
Division of Agency Services
Records Center

New Jersey Civil Service Commission

Application for Open Competitive Examination

IMPORTANT: Read pages 3 through 5 of the Instructions for completing Application Form

DO NOT WRITE IN THIS BOX

\$25.00 Application Fee Required ▶

2. PAYMENT METHOD:

(Include name, address and symbol number on check/money order payable to NJCSC.)

Personal check **Money order**

*In accordance with Public Law 2010 c.26, Veterans may qualify for a reduced application fee of \$15.00. See #11 in the Instructions.

1. FEE EXEMPTION: If you are exempt from this fee, indicate below and **include** listed proof.

General Assistance - A **copy** of your benefits ID card or letter from the local welfare director.

T.A.N.F. (A.F.D.C.) - A **copy** of your ID card which shows your case number.

S.S.I. - A **copy** of your latest annual award letter or Medicaid card

Symbol:

Title:

INSTRUCTIONS: Please **PRINT NEATLY** and clearly in capital (uppercase) letters. Provide all information requested and insure that all information is accurate and complete. No additional information may be accepted after the last date for filing applications has passed.

3. LAST NAME:

4. FIRST NAME:

5. M. I.:

6. SOCIAL SECURITY NUMBER:

7. RESIDENCY CODE:

8. DAYTIME TELEPHONE NUMBER:

9. CITIZEN?:

YES NO

10A. MAILING ADDRESS:

(See Instructions)

CITY: **STATE:** **ZIP CODE:**

10B. E-MAIL ADDRESS:

11. VETERANS PREFERENCE:

Check this box if you are claiming veterans preference for this examination. Veterans pay a reduced **application fee of \$15.00**. To see if you qualify for the reduced fee please see the instructions.

12. ADA ASSISTANCE:

Check this box if you require any auxiliary aid or reasonable accommodation to take this test.
See Instruction Page

13. TEST LOCATION PREFERENCES: Check the **county** in which you prefer to take the examination (**check only one box**).

Atlantic Co. (6) Bergen Co. (7) Camden Co. (1) Essex Co. (3) Mercer Co. (2) Monmouth Co. (4)

14. WORK LOCATION PREFERENCE FOR STATE POSITIONS: Check the box(es) for all counties in which you will accept employment.

(A) Atlantic (D) Camden (G) Essex (K) Hunterdon (N) Monmouth (R) Passaic (U) Sussex
 (B) Bergen (E) Cape May (H) Gloucester (L) Mercer (P) Morris (S) Salem (V) Union
 (C) Burlington (F) Cumberland (J) Hudson (M) Middlesex (Q) Ocean (T) Somerset (W) Warren

15. BACKGROUND DATA:

(Completion of parts A and B is voluntary. The information is used to comply with EEOC Guidelines and the N.J. State Affirmative Action Program.)

A. Check your member group:

(1) Black (4) Asian
 (2) White (5) American Indian
 (3) Hispanic or Alaskan Native

B. Gender:

(1) Male (2) Female

C. Education (Indicate the highest level Diploma or Degree you have earned:

High School Diploma or GED (A) Associate Degree (M) Master's Degree
 (S) Some College but No Degree (B) Bachelor's Degree (D) Doctorate

FOR CSC ONLY

16. SIGNATURE: I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if my application is incomplete, it may be rejected. (**WARNING:** The Civil Service Commission may refuse to examine, or certify after examination, any applicant who makes a false statement of any material fact per NJAC 4A: 4-6.2.)

NOTE: Your application may be released to the Appointing Authority for the purpose of verifying information with regard to your qualifications.

INCLUDE THE REQUIRED PROCESSING FEE WITH YOUR APPLICATION.

Your name, address and symbol number must appear on your check or money order. Staple payment to the application.
DO NOT MAIL CASH!

Mail Completed application to:
NJCSC, P.O. Box 321, Trenton, NJ 08625-0321

Signature: _____

Date:
(month) (day) (year)

Important- Complete the second page of this application

Title:		Symbol:		SS#:		
17. EDUCATIONAL SECTION — COLLEGE AND GRADUATE SCHOOL List any colleges, universities, and graduate schools you have attended. If it is required in the job announcement, be sure to attach a copy of your transcript or a list of courses, course descriptions, and credits completed. If you have not yet fulfilled the educational requirements but expect to within 4 months of the closing date, please indicate the month and year of anticipated completion. Foreign degrees/transcripts must be evaluated by a recognized evaluation service.						
What is the name and location of the college(s) you attended?	What yrs. did you attend? From: _____ To: _____	What was your major course of study?	What type of degree did you earn?	Did you graduate? <input type="checkbox"/> Y <input type="checkbox"/> N	If NO, when will you graduate? _____ Month / Year	Number of credits earned?
	From: _____ To: _____			<input type="checkbox"/> Y <input type="checkbox"/> N	_____ Month / Year	
18. OTHER SCHOOLS OR TRAINING COURSES — Include business, vocational, technical, and military schools you have attended that are related to the title for which you are applying. If it is not a full-time curriculum, be specific as to the number of hours attended.						
What is the name & location of school/facility where course(s)/training was held?	What subjects or courses did you take?	What were the dates you attended? _____ Month/Yr. TO _____ Month/Yr.	How many hours per week did you attend?	Did you complete the program? <input type="checkbox"/> Y <input type="checkbox"/> N		
		_____ Month/Yr. TO _____ Month/Yr.		<input type="checkbox"/> Y <input type="checkbox"/> N		
19. Use this space to describe any internships, licenses, certifications or registrations that you possess which are related to the position for which you are applying.						
What type of license(s), certification(s), and/or registration(s) do you hold? In which state(s) do you hold the license(s), certification(s), and/or registration(s)? What was the original issue date of the license(s), certification(s), and/or registration(s)? What is the date of your current license(s), certification(s), and/or registration(s)?			What type of internship(s) have you completed? Where was the internship(s) completed? What were the dates of the internship(s)? How many hours per week did you take part in the internship? _____ Was it part of a college curriculum? <input type="checkbox"/> Y <input type="checkbox"/> N			
20. EMPLOYMENT RECORD — You may be declared ineligible or you may not receive proper credit for scoring purposes if you do not properly complete your application. If you held different positions with the same employer, list each position separately. Make sure you give full dates of employment (month/year), indicate whether the job was full or part time, and the number of hours worked per week. Since your application may be your only "test paper," be sure it is complete and accurate. Failure to complete your application properly may cause you to be declared ineligible, lower your score, or possibly cause you to fail. If more space is needed, attach separate sheets.						
A What is the name and address of your current employer? What dates have you been employed in this position? From _____ To _____ <i>Month/Year Month/Year</i>	What is your title in this position? _____ Is this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____ How many staff members do you supervise? Professional Staff _____ Support Staff _____	What duties did you perform in this position that are relevant to the position for which you are applying? _____				
B What is the name and address of your previous employer? What dates were you employed in this position? From _____ To _____ <i>Month/Year Month/Year</i>	What was your title in this position? _____ Was this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____ How many staff members did you supervise? Professional Staff _____ Support Staff _____	What duties did you perform in this position that are relevant to the position for which you are applying? _____				
C What is the name and address of your previous employer? What dates were you employed in this position? From _____ To _____ <i>Month/Year Month/Year</i>	What was your title in this position? _____ Was this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____ How many staff members did you supervise? Professional Staff _____ Support Staff _____	What duties did you perform in this position that are relevant to the position for which you are applying? _____				

INSTRUCTIONS

INSTRUCTIONS FOR COMPLETING THE OPEN COMPETITIVE APPLICATION FORM (READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORM)

1. FEE EXEMPTION: If you are currently receiving General Assistance (welfare), Temporary Assistance for Needy Families (T.A.N.F. previously AFDC), or Supplemental Security Income (SSI), you are exempt from submitting the fee. Indicate the type of assistance you are receiving and enclose the required proof.

2. PAYMENT METHOD: Unless you are exempt as indicated above in #1, a **\$25.00 fee** is required for filing your application form. Veterans may pay a reduced fee of \$15.00. See #11 below. Send a check or money order only, payable to NJCSC. **Do not send cash. Staple payment to the application.**

NOTE: Any check returned for insufficient funds will result in the disqualification from the selection process.

3, 4 & 5. Use capital (uppercase) letters to print your last name, first name and middle initial (if any).

6. SOCIAL SECURITY NUMBER: Your Social Security number will be kept confidential and used as your applicant I.D. number to identify correctly and track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide the number, a unique number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or testing process.

7. RESIDENCY CODE: If you do not live in New Jersey, enter 0000. If you live in New Jersey, enter your 4-digit residency code from the list of Residency Codes. First, find the county, and then the specific town, borough, city, or township in which you reside. Copy the corresponding code into these boxes. **Caution:** this might not be the same as your mailing address. **Failure to complete this code properly may cause you to be rejected for this examination, so please re-check this code for accuracy.**

8. Enter your daytime area code and telephone number.

9. U.S. Citizen: Check box 'Y' if you are a United States citizen and 'N' if you are not a United States citizen.

10a. MAILING ADDRESS: Clearly print your complete mailing address in capital (uppercase) letters.

CITY: Print the name of the city in your mailing address.

STATE: Enter the two-letter abbreviation of the state in your mailing address.

ZIP CODE: Enter the 5-digit (or 9-digit, if known) zip code in your mailing address.

10b. E-MAIL ADDRESS: Clearly print your personal e-mail address, if any.

11. VETERANS PREFERENCE: Check **YES** if you are claiming veterans preference for this examination. If you have established veterans preference since April 1, 1980, no further action is needed. Otherwise, complete a veterans preference claim form and include the required documents. Claim forms are available on our web site at www.state.nj.us/csc and at our office at 44 S. Clinton Avenue, Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans' Affairs (DMAVA). For more information, visit their web site at www.state.nj.us/military or contact them at 1-888-865-8387. Note: In accordance with Public Law 2010 c.26, Veterans pay a reduced **application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the DPF-47 Ins. 07-15-10

issuance of this eligibility list.

For more information, you may visit their web site at www.state.nj.us/military or contact them at 1-888-865-8387.

12. ADA ASSISTANCE: Check the box if you would like to be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act.

13. TEST LOCATION PREFERENCE: Check the box indicating the county in which you would like to be scheduled to take an examination if one is required.

14. WORK LOCATION PREFERENCES: Complete only for State positions, i.e. symbols which begin with the letter "S." Check the box(es) for all counties in which you will accept employment.

15. BACKGROUND DATA: Check the box indicating the group of which you are a member; indicate your sex. **Important: submission of this information is voluntary.** You should also indicate the highest level of education that you will have completed within the next four months.

16. SIGNATURE/DATE: Sign and date the application after carefully reading the certification statement. Use a 4-digit year in the date.

17. EDUCATIONAL SECTION: Provide all educational information requested. List all colleges, universities, and graduate schools that you have attended. If you have not yet fulfilled requirements for graduation, but anticipate doing so within the next four months, indicate the month and year of anticipated graduation. If a specific degree or a specific number of credits in a given subject area is required, you must attach a copy of your college transcript or a list of the specific courses that you have taken that meet the requirement. Failure to provide this information may result in ineligibility. **If your degree was earned outside of the United States, you MUST attach a copy of an evaluation performed by a recognized evaluation service.**

18. OTHER SCHOOLS OR TRAINING COURSES: Include business, vocational, technical, and service schools you have attended that are related to the title for which you are applying.

19. INTERNSHIPS/LICENSES/CERTIFICATIONS/REGISTRATIONS: Provide the information requested as it relates to your qualifications for this position. This may include any internships, licenses, certifications, or registrations that you possess which are related to the position for which you are applying. If a specific license, certification, or registration is a requirement of the position, **attach a copy of your license, certification, or registration** to this application. Failure to do so may result in ineligibility.

20. EMPLOYMENT RECORD: Include all experience which qualifies you for this position. Refer to the specific requirements listed for each examination announcement. You must meet or exceed all listed requirements prior to the announcement closing date to be admitted to the examination.

Mail Completed Applications along with the \$25.00 application fee or proof of exemption to:

New Jersey Civil Service Commission
OC Application Processing Unit
PO Box 321
Trenton, NJ 08625-0321

Residency Codes

Enter the appropriate four-digit number on the application.

Municipality	Code	Municipality	Code	Municipality	Code	Municipality	Code
Atlantic County		Rivervale Twp	0253	Haddon Heights Boro	0418	Gloucester County	
Absecon City	0101	Rochelle Park Twp	0254	Hi Nella Boro	0419	Clayton Boro	0801
Atlantic City	0102	Rockleigh Boro	0255	Laurel Springs Boro	0420	Deptford Twp	0802
Brigantine City	0103	Rutherford Boro	0256	Lawnside Boro	0421	East Greenwich Twp	0803
Buena Boro	0104	Saddle Brook Twp	0257	Lindenwold Boro	0422	Elk Twp	0804
Buena Vista Twp	0105	Saddle River Boro	0258	Magnolia Boro	0423	Franklin Twp	0805
Corbin City	0106	South Hackensack Twp	0259	Merchantville Boro	0424	Glassboro Boro	0806
Egg Harbor City	0107	Teaneck Twp	0260	Mount Ephraim Boro	0425	Greenwich Twp	0807
Egg Harbor Twp	0108	Tenaflly Boro	0261	Oaklyn Boro	0426	Harrison Twp	0808
Estell Manor City	0109	Teterboro Boro	0262	Pennsauken Twp	0427	Logan Twp	0809
Folsom Boro	0110	Upper Saddle River Boro	0263	Pine Hill Boro	0428	Mantua Twp	0810
Galloway Twp	0111	Waldwick Boro	0264	Pine Valley Boro	0429	Monroe Twp	0811
Hamilton Twp	0112	Wallington Boro	0265	Runnemed Boro	0430	National Park Boro	0812
Hammonton Town	0113	Washington Twp	0266	Somerdale Boro	0431	Newfield Boro	0813
Linwood City	0114	Westwood Boro	0267	Stratford Boro	0432	Paulsboro Boro	0814
Longport Boro	0115	Woodcliff Lake Boro	0268	Tavistock Boro	0433	Pitman Boro	0815
Margate City	0116	Wood-Ridge Boro	0269	Voorhees Twp	0434	South Harrison Twp	0816
Mullica Twp	0117	Wyckoff Twp	0270	Waterford Twp	0435	Swedesboro Boro	0817
Northfield City	0118	Burlington County		Winslow Twp	0436	Washington Twp	0818
Pleasantville City	0119	Bass River Twp	0301	Woodlynne Boro	0437	Wenonah Boro	0819
Port Republic City	0120	Beverly City	0302	Cape May County			
Somers Point City	0121	Bordentown City	0303	Avalon Boro	0501	West Deptford Twp	0820
Ventnor City	0122	Bordentown Twp	0304	Cape May City	0502	Westville Boro	0821
Weymouth Twp	0123	Burlington City	0305	Cape May Point Boro	0503	Woodbury City	0822
Bergen County		Burlington Twp	0306	Dennis Twp	0504	Woodbury Heights Boro	0823
Allendale Boro	0201	Chesterfield Twp	0307	Lower Twp	0505	Woolwich Twp	0824
Alpine Boro	0202	Cinnaminson Twp	0308	Middle Twp	0506	Hudson County	
Bergenfield Boro	0203	Delanco Twp	0309	North Wildwood City	0507	Bayonne City	0901
Bogota Boro	0204	Delran Twp	0310	Ocean City	0508	East Newark Boro	0902
Carlstadt Boro	0205	Eastampton Twp	0311	Sea Isle City	0509	Guttenberg Town	0903
Cliffside Park Boro	0206	Edgewater Park Twp	0312	Stone Harbor Boro	0510	Harrison Town	0904
Closter Boro	0207	Evesham Twp	0313	Upper Twp	0511	Hoboken City	0905
Cresskill Boro	0208	Fieldsboro Boro	0314	West Cape May Boro	0512	Jersey City	0906
Demarest Boro	0209	Florence Twp	0315	West Wildwood Boro	0513	Kearny Town	0907
Dumont Boro	0210	Hainesport Twp	0316	Wildwood City	0514	North Bergen Twp	0908
East Rutherford Boro	0212	Lumberton Twp	0317	Wildwood Crest Boro	0515	Secaucus Town	0909
Edgewater Boro	0213	Mansfield Twp	0318	Woodbine Boro	0516	Union City	0910
Elmwood Park Boro	0211	Maple Shade Twp	0319	Cumberland County			
Emerson Boro	0214	Medford Twp	0320	Bridgeton City	0601	West New York Town	0912
Englewood City	0215	Medford Lakes Boro	0321	Commercial Twp	0602	Hunterdon County	
Englewood Cliffs Boro	0216	Moorestown Twp	0322	Deerfield Twp	0603	Alexandria Twp	1001
Fair Lawn Boro	0217	Mount Holly Twp	0323	Downe Twp	0604	Bethlehem Twp	1002
Fairview Boro	0218	Mount Laurel Twp	0324	Fairfield Twp	0605	Bloomsbury Boro	1003
Fort Lee Boro	0219	New Hanover Twp	0325	Greenwich Twp	0606	Califon Boro	1004
Franklin Lakes Boro	0220	North Hanover Twp	0326	Hopewell Twp	0607	Clinton Town	1005
Garfield City	0221	Palmyra Boro	0327	Lawrence Twp	0608	Clinton Twp	1006
Glen Rock Boro	0222	Pemberton Boro	0328	Maurice River Twp	0609	Delaware Twp	1007
Hackensack City	0223	Pemberton Twp	0329	Millville City	0610	East Amwell Twp	1008
Harrington Park Boro	0224	Riverside Twp	0330	Shiloh Boro	0611	Flemington Boro	1009
Hasbrouck Heights Boro	0225	Riverton Boro	0331	Stow Creek Twp	0612	Franklin Twp	1010
Haworth Boro	0226	Shamong Twp	0332	Upper Deerfield Twp	0613	Frenchtown Boro	1011
Hillsdale Boro	0227	Southampton Twp	0333	Vineland City	0614	Glen Gardner Boro	1012
Hohokus Boro	0228	Springfield Twp	0334	Essex County			
Leonia Boro	0229	Tabernacle Twp	0335	Belleville Twp	0701	Hampton Boro	1013
Little Ferry Boro	0230	Washington Twp	0336	Bloomfield Twp	0702	High Bridge Boro	1014
Lodi Boro	0231	Westampton Twp	0337	Caldwell Boro	0703	Holland Twp	1015
Lyndhurst Twp	0232	Willingboro Twp	0338	Cedar Grove Twp	0704	Kingwood Twp	1016
Mahwah Twp	0233	Woodland Twp	0339	East Orange City	0705	Lambertville City	1017
Maywood Boro	0234	Wrightstown Boro	0340	Essex Fells Boro	0706	Lebanon Boro	1018
Midland Park Boro	0235	Camden County		Fairfield Twp	0707	Lebanon Twp	1019
Montvale Boro	0236	Audubon Boro.....	0401	Glen Ridge Boro	0708	Milford Boro	1020
Moonachie Boro	0237	Audubon Park Boro.....	0402	Irvington Twp	0709	Raritan Twp	1021
New Milford Boro	0238	Barrington Boro.....	0403	Livingston Twp	0710	Readington Twp	1022
North Arlington Boro	0239	Bellmawr Boro.....	0404	Maplewood Twp	0711	Stockton Boro	1023
Northvale Boro	0240	Berlin Boro.....	0405	Millburn Twp	0712	Tewksbury Twp	1024
Norwood Boro	0241	Berlin Twp.....	0406	Montclair Twp	0713	Union Twp	1025
Oakland Boro	0242	Brooklawn Boro.....	0407	Newark City	0714	West Amwell Twp	1026
Old Tappan Boro	0243	Camden City.....	0408	North Caldwell Boro	0715	Mercer County	
Oradell Boro	0244	Cherry Hill Twp.....	0409	Nutley Twp	0716	East Windsor Twp	1101
Palisades Park Boro	0245	Chesilhurst Boro.....	0410	Orange City Twp	0717	Ewing Twp	1102
Paramus Boro	0246	Clementon Boro.....	0411	Roseland Boro	0718	Hamilton Twp	1103
Park Ridge Boro	0247	Collingswood Boro.....	0412	South Orange Village Twp	0719	Hightstown Boro	1104
Ramsey Boro	0248	Gibbsboro Boro.....	0413	Verona Twp	0720	Hopewell Boro	1105
Ridgefield Boro	0249	Gloucester City.....	0414	West Caldwell Twp	0721	Hopewell Twp	1106
Ridgefield Park Village	0250	Gloucester Twp.....	0415	West Orange Twp	0722	Lawrence Twp	1107
Ridgewood Twp	0251	Haddon Twp	0416	Cumberland County			
River Edge Boro	0252	Haddonfield Boro	0417	Bridgeton City	0601	West Amwell Twp	1026

Municipality Code

Municipality Code

Municipality Code

Municipality Code

Mercer County

Robbinsville Twp 1112
Trenton City 1111
West Windsor Twp 1113

Middlesex County

Carteret Boro 1201
Cranbury Twp 1202
Dunellen Boro 1203
East Brunswick Twp 1204
Edison Twp 1205
Helmetta Boro 1206
Highland Park Boro 1207
Jamesburg Boro 1208
Metuchen Boro 1210
Middlesex Boro 1211
Milltown Boro 1212
Monroe Twp 1213
New Brunswick City 1214
North Brunswick Twp 1215
Old Bridge Twp 1227
Perth Amboy City 1216
Piscataway Twp 1217
Plainsboro Twp 1218
Sayreville Boro 1219
South Amboy City 1220
South Brunswick Twp 1221
South Plainfield Boro 1222
South River Boro 1223
Spotswood Boro 1224
Woodbridge Twp 1225

Monmouth County

Aberdeen Twp 1355
Allenhurst Boro 1301
Allentown Boro 1302
Asbury Park City 1303
Atlantic Highlands Boro 1304
Avon-by-the-Sea Boro 1305
Belmar Boro 1306
Bradley Beach Boro 1307
Brielle Boro 1308
Colts Neck Twp 1309
Deal Boro 1310
Eatontown Boro 1311
Englishtown Boro 1312
Fair Haven Boro 1313
Farmingdale Boro 1314
Freehold Boro 1315
Freehold Twp 1316
Hazlet Twp 1339
Highlands Boro 1317
Holmdel Twp 1318
Howell Twp 1319
Interlaken Boro 1320
Keansburg Boro 1321
Keyport Boro 1322
Lake Como Boro 1347
Little Silver Boro 1323
Loch Arbour Village 1324
Long Branch City 1325
Manalapan Twp 1326
Manasquan Boro 1327
Marlboro Twp 1328
Matawan Boro 1329
Middletown Twp 1331
Millstone Twp 1332
Monmouth Beach Boro 1333
Neptune City Boro 1335
Neptune Twp 1334
Ocean Twp 1337
Oceanport Boro 1338
Red Bank Boro 1340
Roosevelt Boro 1341
Rumson Boro 1342
Sea Bright Boro 1343
Sea Girt Boro 1344
Shrewsbury Boro 1345
Shrewsbury Twp 1346
Spring Lake Boro 1348
Spring Lake Heights Boro 1349
Tinton Falls Boro 1356
Union Beach Boro 1350

Upper Freehold Twp 1351
Wall Twp 1352
West Long Branch Boro 1353

Morris County

Boonton Town 1401
Boonton Twp 1402
Butler Boro 1403
Chatham Boro 1404
Chatham Twp 1405
Chester Boro 1406
Chester Twp 1407
Denville Twp 1408
Dover Town 1409
East Hanover Twp 1410
Florham Park Boro 1411
Hanover Twp 1412
Harding Twp 1413
Jefferson Twp 1414
Kinnelon Boro 1415
Lincoln Park Boro 1416
Long Hill Twp 1440
Madison Boro 1417
Mendham Boro 1418
Mendham Twp 1419
Mine Hill Twp 1420
Montville Twp 1421
Morris Twp 1422
Morris Plains Boro 1423
Morristown Town 1424
Mountain Lakes Boro 1425
Mount Arlington Boro 1426
Mount Olive Twp 1427
Netcong Boro 1428
Parsippany-Troy Hills Twp 1429
Pequannock Twp 1431
Randolph Twp 1432
Riverdale Boro 1433
Rockaway Boro 1434
Rockaway Twp 1435
Roxbury Twp 1436
Victory Gardens Boro 1437
Washington Twp 1438
Wharton Boro 1439

Ocean County

Barnegat Twp 1534
Barnegat Light Boro 1501
Bay Head Boro 1502
Beach Haven Boro 1503
Beachwood Boro 1504
Berkeley Twp 1505
Brick Twp 1506
Eagleswood Twp 1508
Harvey Cedars Boro 1509
Island Heights Boro 1510
Jackson Twp 1511
Lacey Twp 1512
Lakehurst Boro 1513
Lakewood Twp 1514
Lavallette Boro 1515
Little Egg Harbor Twp 1516
Long Beach Twp 1517
Manchester Twp 1518
Mantoloking Boro 1519
Ocean Twp 1520
Ocean Gate Boro 1521
Pine Beach Boro 1522
Plumsted Twp 1523
Point Pleasant Boro 1524
Point Pleasant Beach Boro 1525
Seaside Heights Boro 1526
Seaside Park Boro 1527
Ship Bottom Boro 1528
South Toms River Boro 1529
Stafford Twp 1530
Surf City Boro 1531
Toms River Twp 1507
(formerly Dover Twp)
Tuckerton Boro 1532

Passaic County

Bloomington Boro 1601
Clifton City 1602
Haledon Boro 1603
Hawthorne Boro 1604
Little Falls Twp 1605
North Haledon Boro 1606
Passaic City 1607
Paterson City 1608
Pompton Lakes Boro 1609
Prospect Park Boro 1610
Ringwood Boro 1611
Totowa Boro 1612
Wanaque Boro 1613
Wayne Twp 1614
West Milford Twp 1615
Woodland Park Boro 1616
(formerly West Paterson Boro)

Salem County

Alloway Twp 1701
Carney's Point Twp 1716
Elmer Boro 1702
Elsinboro Twp 1703
Lower Alloways Creek Twp 1704
Mannington Twp 1705
Oldmans Twp 1706
Penns Grove Boro 1707
Pennsville Twp 1708
Pilesgrove Twp 1709
Pittsgrove Twp 1710
Quinton Twp 1711
Salem City 1712
Upper Pittsgrove Twp 1714
Woodstown Boro 1715

Somerset County

Bedminster Twp 1801
Bernards Twp 1802
Bernardsville Boro 1803
Bound Brook Boro 1804
Branchburg Twp 1805
Bridgewater Twp 1806
Far Hills Boro 1807
Franklin Twp 1808
Green Brook Twp 1809
Hillsborough Twp 1810
Manville Boro 1811
Millstone Boro 1812
Montgomery Twp 1813
North Plainfield Boro 1814
Peapack-Gladstone Boro 1815
Raritan Boro 1816
Rocky Hill Boro 1817
Somerville Boro 1818
South Bound Brook Boro 1819
Warren Twp 1820
Watchung Boro 1821

Sussex County

Andover Boro 1901
Andover Twp 1902
Branchville Boro 1903
Byram Twp 1904
Frankford Twp 1905
Franklin Boro 1906
Fredon Twp 1907
Green Twp 1908
Hamburg Boro 1909
Hampton Twp 1910
Hardyston Twp 1911
Hopatcong Boro 1912
Lafayette Twp 1913
Montague Twp 1914
Newton Town 1915
Ogdensburg Boro 1916
Sandyston Twp 1917
Sparta Twp 1918
Stanhope Boro 1919
Stillwater Twp 1920
Sussex Boro 1921
Vernon Twp 1922
Walpack Twp 1923
Wantage Twp 1924

Union County

Berkeley Heights Twp 2001
Clark Twp 2002
Cranford Twp 2003
Elizabeth City 2004
Fanwood Boro 2005
Garwood Boro 2006
Hillside Twp 2007
Kenilworth Boro 2008
Linden City 2009
Mountainside Boro 2010
New Providence Boro 2011
Plainfield City 2012
Rahway City 2013
Roselle Boro 2014
Roselle Park Boro 2015
Scotch Plains Twp 2016
Springfield Twp 2017
Summit City 2018
Union Twp 2019
Westfield Twp 2020
Winfield Twp 2021

Warren County

Allamuchy Twp 2101
Alpha Boro 2102
Belvidere Town 2103
Blairstown Twp 2104
Franklin Twp 2105
Frelinghuysen Twp 2106
Greenwich Twp 2107
Hackettstown Town 2108
Hardwick Twp 2109
Harmony Twp 2110
Hope Twp 2111
Independence Twp 2112
Knowlton Twp 2113
Liberty Twp 2114
Lopatcong Twp 2115
Mansfield Twp 2116
Oxford Twp 2117
Phillipsburg Town 2119
Pohatcong Twp 2120
Washington Boro 2121
Washington Twp 2122
White Twp 2123

Residents of Other States 0000