



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO Box 810
TRENTON, NJ 08625-0810

IMPORTANT NOTICE AND INFORMATION

Pursuant to N.J.A.C. 5:10-29.1 of the Regulations for the Maintenance of Hotels and Multiple Dwellings, all employees of hotels and motels working in management at the front desk, registration, janitorial, housekeeping services, and security shall be required to view an informational video on recognizing and reporting suspected human trafficking. This video is available for view in English and Spanish on the Department of Community Affairs' website at <http://www.nj.gov/dca/divisions/codes/resources/humantrafficking.html>. A list of the names and positions of current employees and the dates when those employees viewed the video shall be maintained with the hotel or motel's records and shall be available and subject to review by the Bureau of Housing Inspection upon request

The owner or manager acting as agent of the owner for your hotel/motel shall complete the enclosed Certificate in Lieu of Affidavit attesting to the fact that all current employees working in the areas listed above have viewed the informational video. That Certification shall be returned to the Bureau of Housing Inspection within 90 days of receipt of these Orders.

DO NOT RETURN THE COMPLETED CERTIFICATION WITH YOUR PAYMENT OF THE INSPECTION FEE TO THE DIVISION OF REVENUE. IT MUST BE SENT TO:

**The Department of Community Affairs
Bureau of Housing Inspection
Code Administration
P.O. Box 810
Trenton, New Jersey 08625**

Failure to have your employees view the video, submit the completed Certification within the allotted timeframe and/or keep employee viewing records will result in the issuance of penalties pursuant to N.J.S.A. 55:13A-19 of the New Jersey Multiple Dwelling Law.

