

# NJ UST Renewal Checklist

## Burlington, Mercer, Middlesex, Passaic, & Sussex County

Below is a checklist of required items which is designed to assist all owners and operators of regulated underground storage tanks when renewing your UST registration certificate. Please complete and check each item listed below. **Your facility registration expires March 31, 2023** and failure to renew your registration may result in the inability to receive fuel from your distributor and/or an enforcement action.

### 1. FEE

- \$50 annual renewal certification fee attached and made payable to Treasurer, State of New Jersey.

### 2. UST FACILITY CERTIFICATION QUESTIONNAIRE

- The signed UST Facility Certification Questionnaire (USTFCQ) is attached. The new USTFCQ is available at [www.nj.gov/dep/srp/forms/ust](http://www.nj.gov/dep/srp/forms/ust) (UST-021) and must be utilized when renewing your annual registration. *Please note: 1. All seven pages Section A – G (Section E Installer certification optional) must be entirely completed. 2. NJ Business Entity 10-digit ID information can be found at <https://www.njportal.com/dor/businessnamesearch/> 3. Attachment A - Specific Tank Information should only be submitted if there have been changes to the tank information previously submitted.*

### 3. ENTIRE UST FINANCIAL RESPONSIBILITY INSURANCE POLICY

- The entire UST Financial Responsibility Insurance policy including all endorsements and certifications has been emailed to: [srpustregistration@dep.nj.gov](mailto:srpustregistration@dep.nj.gov). Since the policies are quite large, the Department prefers that you email the entire policy. Where other UST financial mechanisms are appropriate, submit their associated documents.

**\*\*\*\*Please note: We are requesting that in addition to mailing your annual UST Registration renewal package you should also email the Department a scanned signed copy of the FCQ, \$50 Check, and the FR policy to the above email address. \*\*\*\***

### 4. (Due February 1, 2023) - MAIL 60 DAYS PRIOR TO EXPIRATION DATE

- The invoice payment stub, \$50 payment, and signed USTFCQ by both the owner and operator (and installer, if applicable) have been submitted to the address listed below at **least 60 days (due February 1, 2023) prior to your facility expiration date.**

NJ Department of Treasury  
Division of Revenue  
PO Box 417  
Trenton, NJ 08646-0417

Underground storage tank information including the Regulations Implementing the Underground Storage of Hazardous Substance Act (N.J.A.C. 7:14B) and Frequently Asked Questions are available at <https://www.nj.gov/dep/srp/bust/>