



Revised: March 2025

New Jersey Department of Education Nonpublic School Address Change Form For registered nonpublic schools

Directions

The Certificate of Occupancy (CO) for your new location is required when making a change to your physical address. Include a copy of your CO along with this completed form. Email the completed form and a copy of the CO to the Office of Nonpublic School Services at nonpublic@doe.nj.gov.

In addition, email the completed form and a copy of the CO to the School Business Administrator in the public school district in which the nonpublic school is located. Contact information for the School Business Administrators can be found in the [NJ School Directory](#).

Information Currently in the NJ School Directory

This section must be filled out with information in the NJ School Directory.

School Name:

School Code (find your 4-digit code in the NJ School Directory):

New School Information

Enter only the *new* information in this section.

Effective on (MM/YYYY):

School Name:

Physical Address:

Mailing Address:

City:

State: NJ

Zip Code:

Public School District in which the nonpublic school is located:

Signature

Signature: Nonpublic School Administrator

Date (MM/DD/YYYY)