



State of New Jersey  
DEPARTMENT OF HEALTH  
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Governor

SHEILA Y. OLIVER  
Lt. Governor

[www.nj.gov/health](http://www.nj.gov/health)

JUDITH M. PERSICHILLI, RN, BSN, MA  
Commissioner

**2021 LICENSE RENEWALS**

Dear Owner/Laboratory Director:

In accordance with N.J.S.A. 45:9-42.30, current clinical laboratory licenses expire on December 31, 2020. To renew for 2021, please download the New Jersey Application for a Clinical Laboratory License directly from the CLIS website at: [www.nj.gov/health/phel/clinical-lab-imp-services](http://www.nj.gov/health/phel/clinical-lab-imp-services). Please call 609-406-6830 for a mailed printed renewal package if you do not have internet access.

- ❖ Please complete the entire Application for a Clinical Laboratory License, Form CL-3.
  - Follow the instructions for completing the CL-3 located on the CLIS website next to Form CL-3.
  - An incomplete application will delay the issuance of the 2021 license.
  - Applications will be processed in the order received.
  - Include only one check per testing laboratory, payable to the New Jersey Department of Health or you may submit your payment electronically by e-check/credit card on the CLIS website.
  - Include your CLIS ID number on your check and a photocopy of the check or the electronic payment confirmation.
  - License renewals shall be submitted by November 1, 2020 with a return mailing label or envelope for accurate delivery of the 2021 license.
  
- ❖ If you have Collection Station Licenses, please complete an Application for a Clinical Laboratory License (Collection Station Only), Form CL-18, for each collection station location.
  - Include the name of the physician office, medical facility or patient service center under "Name of Collection Station" on the CL-18.
  - Submit your payment(s) for your collection stations separately from your parent testing site, i.e., do not pay for testing sites and collection stations with the same check, e-check or credit card payment.
  - Please group your collection station license applications into sets of no more than 20 sites per check or if paid electronically, per e-check/credit card payment.
  - Initial collection station applications must be submitted separately from renewal applications.
  - License renewals shall be submitted by November 1, 2020 with a return mailing label or envelope for accurate delivery of the 2021 license.

Your cooperation is requested in adhering to the November 1, 2020 due date in order to avoid late fees and to permit CLIS Licensing staff adequate time for review and approval. In accordance with N.J.A.C. 8:45-1.3(b), laboratories that have not submitted their 2021 License Renewal Application(s) (CL-3 and/or CL-18) with the applicable fees **by December 31, 2020 may be subject to late fees.**

If you have any questions or require assistance, please call 609-406-6830. Thank you for your continuing cooperation.

Sincerely,

Joan Mikita, M.S.  
Manager, NJ State Licensure/PT Review Program  
Clinical Laboratory Improvement Services