

December 15, 2025

Subject: Application Submission Guidelines for Embryo Storage Facility Licensure

Submission Process:

Due to the ongoing development of the ALIS portal, all applications must be submitted by regular mail until further notice. Please adhere to the following instructions to ensure a smooth application process:

1. **Application Form CL-60:** Complete the form in its entirety, paying careful attention to the instructions provided on page 1. This form is crucial for processing your application. You can access the form at <https://www.nj.gov/health/forms/cl-60.pdf>
2. **Document Checklist:** Refer to page 5 of Form CL-60 for a detailed checklist of required supporting documents. Please submit copies of all requested documents. Note that original documents are not required and, if submitted, will not be returned.
3. **Payment Instructions:** The licensing fee is \$1,500 per N.J.A.C. 8:77-2.6. Payments may be made by check or money order, payable to 'Treasurer, State of NJ,' and ensure that the facility name is included on the check. Additionally, make sure your payment is included with your application materials. For electronic payments, please visit <https://www.nj.gov/health/phe/epayments.shtml> and follow the instructions provided on the website to complete your transaction.
4. **Mailing Instructions:** Send the completed form, copies of supporting documents, and payment to the following address:

Regular Mail (US Postal Service)

Public Health & Environmental Laboratories
New Jersey Department of Health
ATTN: Paolo Ata, Biobanking Compliance Program
PO Box 361
Trenton, NJ 08625-0361

Overnight Delivery (FedEx, UPS)

Public Health & Environmental Laboratories
New Jersey Department of Health
ATTN: Paolo Ata, Biobanking Compliance Program
3 Schwarzkopf Drive

Ewing, NJ 08628

For any questions or further assistance, please contact our office at:

- **Phone:** 609-718-8173
- **Email:** Clis.Biobanking@doh.nj.gov

We appreciate your cooperation and patience as we work towards implementing the ALIS portal to streamline the application process. Thank you for your attention to this matter and for your commitment to complying with the regulatory requirements of the State of New Jersey.