



State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
LABOR STANDARDS AND SAFETY ENFORCEMENT
MECHANICAL INSPECTION BUREAU OF BOILER AND PRESSURE VESSEL COMPLIANCE
PO BOX 392
TRENTON, NJ 08625-0392
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Stationary, Refrigeration, Power Engineer and/or Boiler Operator's License

RENEWAL APPLICATION

This is an application to renew a Stationary, Refrigeration, Power Generating Engineer or Boiler Operator's License that was issued by the Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance. Licensees may renew a license within 60 days before its expiration date [N.J.A.C. 12:90-8.19(c)]. To renew your license, send the following 4 required items to the address at the top of this form:

- 1 - Completed application
2 - Passport size photo
3 - Signature on a separate page
4 - Money order or certified/cashiers or business check, for the appropriate renewal fee, made payable to the Commissioner of LWD.
For a license that is not expired:
• 1-year renewal fee is \$80
• 3-year renewal fee is \$160

NOTE: These fees apply only to a non-expired license holder. Details about acceptable renewals, fees, and other pertinent facts appear on the following pages of this application.

You must provide all of the information requested on this application to renew the license. This information is used to maintain an accurate record of license holders in New Jersey. You must provide employer information, even if you are not using the license at your current place of employment. Note: If you are retired or unemployed, you need not complete the Employer Information section; please "check the box" in that section that applies.

PRINT LEGIBLY IN INK. ALL INFORMATION MUST BE PROVIDED

Check the correct box for your renewal: [] 1-Year Renewal - \$80.00 [] 3-Year Renewal - \$160.00 Amount Enclosed:

Please correct any missing or incorrect information below. Use the extra lines for more space.

Current Licensee Information

Name: License Number:
Physical Address:
Mailing Address:
Phone Number: Cell Number:
Email: Date of Birth:

Current Employer Information

[] Does not apply - Not currently working [] Retired - Not currently working

Current Employer: Phone Number:
Mailing Address:
Supervisor Name: Supervisor Email:

Corrections:

Signature of Licensee: Date

INSTRUCTIONS AND GENERAL INFORMATION FOR
RENEWAL OF ENGINEER'S AND BOILER OPERATOR'S LICENSES

1. **Important Note:** A first-time license is valid for only 1 year from the date it is issued. To keep the license active and to avoid a late fee and/or penalty, you must renew the licenses before the date of expiration. You may renew your license for a 1-year period or a 3-year period [N.J.A.C. 12:90-8.19(a)].
2. **Expiration Date Format:** MM/DD/YYYY = Month/Date/Year (for example, 02/25/2016 is February 25, 2016).
3. **Renewing a License** – A license may be renewed 60 days before it expires, or when you receive a “Renewal Notification” from this agency. Apply to renew your license by completing this application.
4. **Acceptable Renewals** – Licenses may be renewed if any outstanding penalties or judgments are paid, and if a license has not been expired more than 3 years. (NOTE: If a license renewal is more than 3 years overdue, the license is inactive and therefore not renewable. In accordance with the provisions established by law, records of inactive licenses may be destroyed [N.J.S.A. 34:7-3]. An application to renew a license that expired more than 3 years ago is considered an original application.
5. **Renewal Fee, Late** – A late renewal (up to 3 months past expiration) is allowed, provided that the appropriate fee is paid (\$120 for a 1-year renewal; \$240 for a 3-year renewal). Renewals that are 4 months or more overdue are assessed a penalty. If your license expired at least 4 months ago, it is imperative that you call (609) 292-2921 to find out the **penalty fee required** to renew an expired license.
6. **Renewal Fee, Lost** – This agency assumes no liability and is not responsible for any fee that is not received on time or that is lost while in transit.
7. **Passport style photograph** – You are required to provide a 2”x 2” passport style formatted photograph.
8. **Signature** - Please sign your signature on a separate paper with a white background that does not have lines in **“Black or Blue Ink”** in the center of the page. No pencils or other ink color is allowed. Your Signature must be legible and easy to read. Photocopies are not acceptable. In addition, please print your name at the top or bottom of the paper.
9. **Email** - Email address must be provided on renewal application.
10. **Date of birth** – Every licensee must provide their date of birth on the renewal application. MM/DD/YYYY = Month/Date/Year (for example, 02/25/2016 is February 25, 2017)
11. **Change of Address** – Every licensee must notify this agency of any change in residence [N.J.A.C. 12:90-8.2(j)]. When doing so, provide your name, current address, license number.
12. **Posting the License** – All ORIGINAL licenses must be framed and properly posted adjacent to the equipment requiring the license, or in the engineer’s office or plant office, whichever is suitable. Failure to post an ORIGINAL license may result in a penalty of at least \$500 against the operator, supervisor and/or management [N.J.A.C. 12:90-8.17(c)].

13. **Replacing a License or ID card** – An altered, defaced, or otherwise mutilated license or identification card will be replaced only after review by this agency. Photostats, photographs or reproductions of a license are neither valid nor recognized. A fee of \$20 will be imposed for a replacement license and \$12 for a replacement ID card.
14. **Suspension or Revocation of License** – An operator’s license may be suspended or revoked for incompetence, negligence, intoxication, or drug abuse while on duty, or for any other valid reason establishing that the licensee is unfit to hold a license. Any person who uses an expired license to perform the duties of a licensee is subject to a penalty of at least \$500, and up to \$5,000, per day. The supervisor and/or employer also may be subject to a similar penalty. A licensee whose license is suspended or revoked has the right to request a hearing conducted by one or more members of the Examining Board [N.J.A.C. 12:90-8.18(f)]. If you fail to appear for a scheduled hearing, your license will be suspended indefinitely. A licensee who disagrees with the decision of the Examining Board may appeal to the Commissioner, pursuant to N.J.A.C. 12:90-9.

NOTE: Applications and If you receive an electronic version of your passport style photograph, please submit it and your separate handwritten signature, to the MIBBPVC email address BPVRCompliance@dol.nj.gov with the subject line “Photo/Signature for License Renewal”).

To pay for your license renewal online go to: <https://joportal.com/NJ/Spa>

**PASSPORT STYLE PHOTOGRAPH REQUIREMENTS AND SIGNATURE FOR
AN APPROVED LICENSE APPLICATION WITH THE
MECHANICAL INSPECTION BUREAU OF BOILER
AND PRESSURE VESSEL COMPLIANCE**

ALERT: DO NOT SUBMIT THE PHOTOGRAPH OR SIGNATURE UNTIL YOU HAVE BEEN NOTIFIED THAT YOU PASSED THE EXAMINATION

In order to obtain your license certificate and wallet identification card, you must do the following:

- **Provide** one color passport type 2 inch x 2 inch digital photograph, with a minimum image resolution of 600x600 pixels and your separate handwritten signature. The photo must be taken against a **“non-reflective”, “non-glare”**, off-white background. You must not wear a **white t-shirt or any similar type of white shirt**.
- Your entire face must be shown in the photograph, being not less than three-quarters of an inch in width. No selfies are allowed.
- Do not wear a hat, glasses, or any other item which may alter or disguise your facial features in the photographs.
- There must not be any objects sticking out of your shirt or hung on your shirt collar.
- Do not cut your pictures to size.

All applications will be rejected and returned if the required information is not completed and if the photograph is not of the passport type/size or if no signature has been provided.

- Photocopies are not acceptable. **Please sign your signature on a separate paper that does not have lines. This paper must have a white background and your signature should be written in “Black or Blue Ink” in the center of the page.** No other ink color is allowed. Your handwritten signature must be legible and easy to understand. Please print your name on the bottom or top of the page.
- Please include your email address, as it has proven to be the best method of communication with the MIBBPVC.

NOTE: The requirements for a passport photo can be found on the following website:
<https://travel.state.gov/content/passports/en/passports/photos.html>