

# Creating and Agency/Agent Application

To fully complete your Agency you must apply for the Agency first and then the Agent application second.

1. Click "File an Application for License/Registration" on the Main Menu.



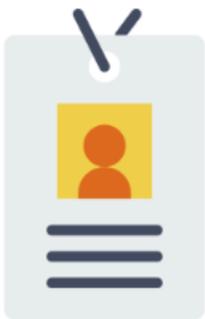
The screenshot shows the top navigation bar of the New Jersey Division of Consumer Affairs website. It includes the state seal, "The State of New Jersey" with links for "NJHome", "Services A-Z", and "Departments / Agencies". To the right is the "Office of the Attorney General" with links for "OAGHome" and "Agencies / Programs / Units". Below this is the main header with the "NEW JERSEY DIVISION OF CONSUMER AFFAIRS" logo and the name "Cari Fais, Acting Director" with a "Read Bio" link and a portrait photo. A secondary navigation bar contains links for "Portal Access Request", "My Applications", "My Agent Applications", "My Licenses/Registrations", "My Businesses", a search icon, and a user profile for "Alexandra Borrero".

Please select one of the following options:



Three blue buttons are displayed horizontally. The middle button, "File an Application for License/Registration", is highlighted with a red border. The other two buttons are "Validate a License or Registration" and "Download Application Manuals".

2. Click on either "Career Consulting/Outplacement; Job Listing Service; Prepaid Computer Job Matching Service" or "Employment & Personnel Services"



Career Consulting/Outplacement; Job Listing Service; Prepaid Computer Job Matching Service  
[Learn More - Instructions](#)



Employment & Personnel Services  
[Learn More - Instructions](#)

3. Click the dropdown and make sure you complete the Agency application first and then the Agent application second.  
For “Career Consulting/Outplacement; Job Listing Service; Prepaid Computer Job Matching Service”:

The screenshot shows the top navigation bar of the New Jersey Division of Consumer Affairs website. The logo is on the left, and the text 'NEW JERSEY DIVISION OF CONSUMER AFFAIRS' is in the center. On the right, there is a profile picture of Cari Fais, Acting Director, with a 'Read Bio' link. Below the navigation bar is a breadcrumb trail: 'Home / License/Registration ... / Career Consulting/Outplacement; Job Listing Service; Prepaid Computer Job Matching Service'. The main heading is 'Career Consulting/Outplacement; Job Listing Service; Prepaid Computer Job Matching Service'. Below this is a form with the instruction: 'Please select whether you are filing this application on behalf of the agency or as an agent \*'. A dropdown menu is open, showing 'Agency' and 'Agent' options. A red arrow points to the 'Agency' option. A 'Next' button is located below the dropdown.

For “Employment & Personnel Services”:

The screenshot shows the top navigation bar of the New Jersey Division of Consumer Affairs website. The logo is on the left, and the text 'NEW JERSEY DIVISION OF CONSUMER AFFAIRS' is in the center. On the right, there is a profile picture of Cari Fais, Acting Director, with a 'Read Bio' link. Below the navigation bar is a breadcrumb trail: 'Home / License/Registration ... / Employment & Personnel Services'. The main heading is 'Employment & Personnel Services'. Below this is a form with the instruction: 'Select whether you are filing this application on behalf of an agency or as an agent \*'. A dropdown menu is open, showing 'Agency' and 'Agent' options. A red arrow points to the 'Agency' option. A 'Next' button is located below the dropdown.

4. Select the type of application you are applying for.  
For “Career Consulting/Outplacement; Job Listing Service; Prepaid Computer Job Matching Service”



NEW JERSEY DIVISION OF  
**CONSUMER AFFAIRS**

Cari Fais  
Acting Director  
[Read Bio](#)



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Home / License/Registration ... / Career Consulting/Outplacement; Job Listing Service; Prepaid Computer Job Matching Service

## Career Consulting/Outplacement; Job Listing Service; Prepaid Computer Job Matching Service - Career Consulting/Outplacement Organization

Please select whether you are filing this application on behalf of the agency or as an agent \*

Agency

Career Consulting Application Type \*

Career Consulting/Outplacement Organization

- Career Consulting/Outplacement Organization
- Prepaid Computer Job Matching Service
- Job Listing Service

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For “Employment & Personnel Services”:



NEW JERSEY DIVISION OF  
**CONSUMER AFFAIRS**

Cari Fais  
Acting Director  
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Home / License/Registration ... / Employment & Personnel Services

## Employment & Personnel Services

Select whether you are filing this application on behalf of an agency or as an agent \*

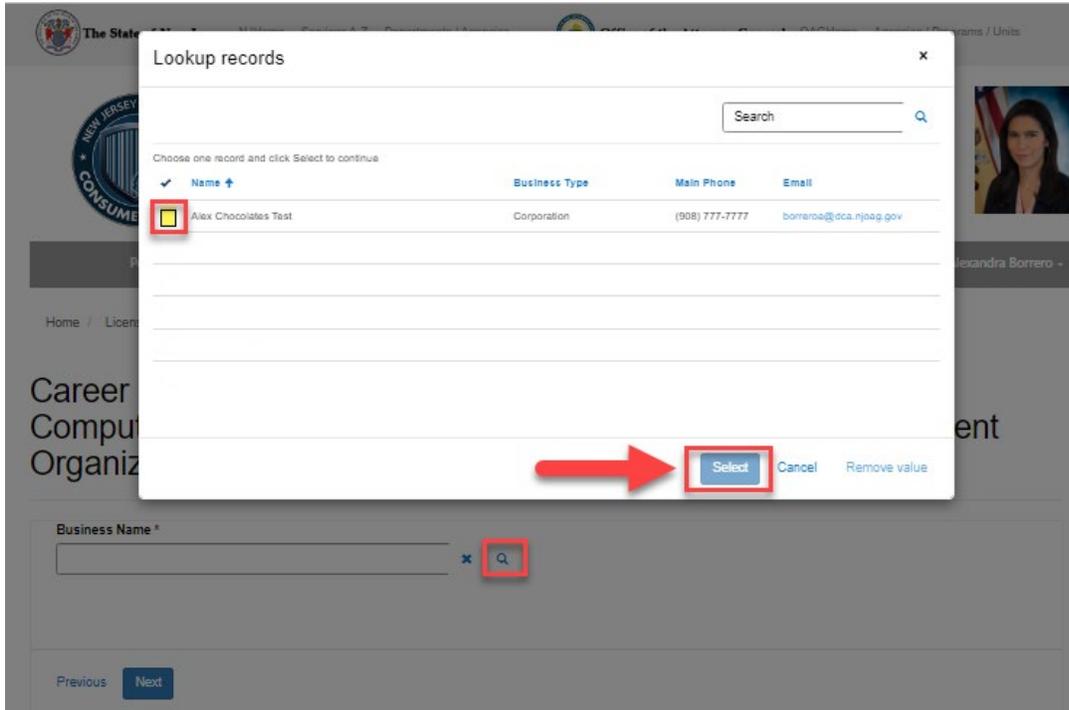
Agent

Select the type of application you are applying for \*

Entertainment/Booking Agency

- Employment Agency
- Entertainment/Booking Agency
- Nurses Registry
- Career Counseling Service
- Resume Service

- For “Career Consulting/Outplacement; Job Listing Service; Prepaid Computer Job Matching Service” click on the Magnifying glass next to the Business Name section. A lookup records will pop up with your businesses. Check off your business and click Select and Next to continue.



For “Employment & Personnel Services” enter the name of your Sponsoring Agency and you must enter your Business ID#.

*(The Business ID# can be found under “My Businesses” tab and clicking “View/Edit Profile” under Actions.)*



Home / License/Registration ... / Employment & Personnel Services

## Employment & Personnel Services - Entertainment/Booking Agency

Sponsoring Agency

Business ID Number \*

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