

Before you complete the questionnaire, we recommend you view the statutes and regulations on our website at www.njconsumeraffairs.gov to ensure your business is required to register with the New Jersey Division of Consumer Affairs, Regulated Business Section.

To receive a license/registration package this form must be completed in full:

1. What is the name of the business applying for registration? _____
2. What type of individuals will you be placing/staffing? _____
3. Where will you be placing the individuals? _____
4. Will you be placing companions, certified homemaker health aids, nurses and/or other healthcare practitioners in the home of a person with a disability or age 60 or older? _____
5. Will the job seekers be on your payroll (W-2)? _____
6. Will you be placing job seekers (who are on your payroll) with clients to assist the client with temporary, excess or special workloads? _____
7. Who will you charge the fee to (client, job seeker or both)? _____
8. Is the job seeker an independent contractor? _____

Return this form via email, fax or mail to:

NJ Division of Consumer Affairs, Regulated Business Section
P.O. Box 45028 Newark, New Jersey 07101
Fax # (973)504-6532
Email: regulatedbusiness@dca.njoag.gov

Please indicate where the registration package should be sent to below:

Name: _____ Email Address: _____

Address: _____

Signature _____ Phone # _____ Date: _____

CONSULTING FIRMS are “headhunters”. Job seekers are placed with clients permanently for a onetime fee. Consulting firms do not charge a fee to the job seeker.

TEMPORARY HELP SERVICE FIRMS place jobseekers with clients to help the client with their temporary, excess or special workloads and must be on your payroll. Does not charge a fee to the jobseeker.

EMPLOYMENT AGENCIES can charge a fee to the client and/or jobseeker and can place independent contractors.

HEALTHCARE SERVICE FIRMS place certified homemaker home health aides, companions and healthcare practitioners in the home of a person with a disability or age 60 or older.

CONSULTANTS are not registered with this office.

You cannot operate any of these types of businesses your of your home unless you have a separate entrance/exit.