

New Jersey Office of the Attorney General Division of Consumer Affairs State Board of Examiners of Master Plumbers 124 Halsey Street, 6th Floor, P.O. Box 45008 Newark, New Jersey 07101 (973) 504-6420

Required Documentation

N.J.A.C. 13:32-3.2(a)(2) requires that every licensed master plumber provide the Board with documentary proof of his/her ownership in the business. Please refer to the categories below and submit those documents with your registration form.

Your registration form will not be processed without your accompanying documentation.

Check one.

| Category | Document(s) required |
|--------------------------------|--|
| □ Sole proprietorship | "Trade Name Certificate" from your local county clerk. |
| Limited Liability Company | "L.L.C. Members Agreement" (joint ownership) "Certificate of Formation" (self-owned) |
| Corporation or "S" Corporation | "Certificate of Incorporation" (<i>Stamped and filed</i> with the State of New Jersey, Department of the Treasury, Division of Revenue and Commercial Recording, Trenton, N.J.) <i>and</i> a stock certificate. |
| Partnership | "Formation Agreement" and stock certificate. |
| Joint Venture | "Operating Agreement" and stock certificate. |

Note: You will also need an *"Authority to Do Business"* document if you are affiliated with a foreign corporation or entity - *one other than the State of New Jersey*.

Contact information: State of New Jersey, Department of the Treasury, Division of Revenue and Commercial Recording, Trenton, N.J., (609) 292-9292, or visit <u>http://www.nj.gov/njbgs/</u> to gain access to the "New Jersey Business Gateway Registry Services."

Submitting your reply (please mail your information directly to):

Division of Consumer Affairs State Board of Examiners of Master Plumbers P.O. Box 45008 Newark, NJ 07101

Sending by priority mail? Please direct your mail to the below physical address:

Division of Consumer Affairs State Board of Examiners of Master Plumbers 124 Halsey Street, 6th floor Newark, NJ 07102

Please contact the Board office at 973-504-6420 should you require any further assistance concerning your Master Plumber's license or the registration of your trade name or business.



| For office use only | | |
|---------------------|--|--|
| Board approval | | |
| Date: | | |

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Registration of Bona Fide Representative

In compliance with N.J.A.C. 13:32-3.2 regarding the reporting responsibilities of a bona fide representative, a Licensed Master Plumber seeking to act as a bona fide representative for any firm, partnership, corporation or other legal entity shall comply with the following, and register with the Board within 30 days of assuming the role of the bona fide representative:

License number **Licensed Master Plumber** Name Last name First name Middle initial Address of record Street address Citv State ZIP code Home address Street address City State ZIP code Home telephone number ____ ___ Cell number____ (include area code) (include area code) Business telephone number _____ E-mail address (include area code) **Plumbing Contractor** Business name _____ N.J. business address Street address City State ZIP code Business telephone number _________(include area code) ____ Fax number _____ (include area code) **Officer(s) of Record for Corporation** (*if applicable*)

N.J.A.C. 13:32-3.2(a)(3) requires proof that the plumbing contractor has consented that the bona fide representative will act as the agent for service of process within this State.

Signature of licensee____

N.J.A.C. 13:32-3.2(a)(4) requires the acceptance of liability by the plumbing contractor for any monetary penalty, monies to be paid for restoration to consumers of fees paid for services or for delays suffered by consumers and costs assessed against the bona fide representative while acting within the scope of his or her employment on behalf of the plumbing contractor.

Signature of licensee

N.J.A.C. 13:32-3.2(a) (5) requires the licensee to provide the Board with the name of the licensed master plumber who previously acted as the bona fide representative for the plumbing contractor, if any.

Previous licensed Master Plumber ______ License No._____

Please note: In order to evaluate the claims relating to the bona fide representatives' ownership interest in the plumbing contractor, the Board, at any time, may request that the bona fide representative provide any federal, state or local government tax documentation, which the plumbing contractor is required to file with governmental tax authorities.

Affidavit

This affidavit is to be executed by the applicant before a notary public:

| State of: | J |
|------------|-------|
| County of: | } ss. |

I, ______, in submitting this registration to the State Board of Examiners of Master Plumbers for licensure (or change to business) under the provisions of Title 45 of the General Statutes of New Jersey and the Rules of the State Board of Examiners of Master Plumbers, do swear or affirm that I am the licensee, and that all of the information provided in connection with this registration is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies, or failure to make full disclosures may be deemed sufficient to either deny licensure or to withhold renewal of, or suspend or revoke a license issued by the Board.

I further swear or affirm that I have read <u>N.J.S.A</u>. 45:14C-1 <u>et seq</u>. together with the Rules and Regulations of the State Board of Examiners of Master Plumbers, <u>N.J.A.C</u>. 13:32-1.1 <u>et seq</u>., and fully understand that in receiving licensure from the Board and/or registering my business, I bind myself to be governed by them.

I further authorize all institutions, employers, agencies and all governmental agencies, including federal, state or local government, to release any information as requested by the Board. I may be required at any time to provide tax documentation upon Board request.

IBERTY

| Sworn and | subscribed to before n | ne this | |
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| day of | Month | , 20 | |
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| AFFIX SEAL | HERE |
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| | |

Signature of licensee

Name of Notary Public (please print)

Signature of Notary Public