



NEW JERSEY BOARD OF PUBLIC UTILITIES
44 S. Clinton Ave., P.O. Box 350
Trenton, New Jersey 08625

ENERGY AGENT and/or PRIVATE AGGREGATOR REGISTRATION RENEWAL
INSTRUCTIONS

(Also applicable for Energy Consultant)

All registrants must apply for renewal no later than 30 days before the expiration date of the current registration.

- All renewal applications submitted to the Board of Public Utilities must be completed and include all fees, documents, schedules and attachments. One original and two copies must be submitted.
- Type or print all answers. Do not leave any questions unanswered. If a question is not applicable to you or if the answer is "none," please type or print N/A or NONE.
- Any question which is answered "yes" requires a detailed explanation. Attach a separate schedule providing details. Failure to provide adequate information will cause a delay in processing the renewal application.
- Renewal applications must be properly sworn to, signed and dated by:
 - Corporate president and secretary, if a corporation;
 - Member of the partnership and a witness, if a partnership; or
 - The sole proprietor and a witness if a sole proprietorship, in the spaces provided for attestation.
- Corporate seal or a facsimile of same must be affixed in the case of a corporate applicant. Signatures must be witnessed by a notary or attorney.
- Enclose certified check or money order payable to Treasurer, State of New Jersey, c/o the New Jersey Board of Public Utilities, in the amount of: Registration Renewal Fee - \$200

For Energy Consultant Only

- In addition to the foregoing, provide a perfected surety bond in the minimum amount of \$10,000 that will be maintained throughout the period of registration.

- Provide the address for the company's New Jersey Office.

Return completed form to:

**New Jersey Board of Public Utilities
Attn: Licensing and Registration Unit
Division of Audits
44 S. Clinton Ave., 9th Fl.
P.O. Box 350
Trenton, New Jersey 08625**