

The New Jersey Business Registration Process (NJBRC)

A Business Registration Certificate serves two purposes:

- For public contracting, as proof of valid business registration with the New Jersey Division of Revenue. All contractors and subcontractors must provide this documentation when seeking to do business with the State of New Jersey, and other public agencies in this state. Proof of registration is also required for licensure with the Casino Control Commission.
- To comply with Chapter 85, P.L. 2006, defined under N.J.S.A. 54A:7-1.2. You must use the Business Registration Certificate if you are an unincorporated construction contractor performing work in NJ or you are a registered unincorporated contractor requesting proof of certification.

Two-Step Online Process

What you will need

- Business Name & Type
- Registered Agent information (including Email Address to receive Registered Agent notifications)
- Good Standing Certificate from your home state (only for foreign entities)
- Credit Card or eCheck
- Business Entity ID # or Corporate ID #
- Federal EIN #
- [NJ Business Code](#)
- [NAICS Code](#)

Step 1- Business Formation

\$125 Fee

Step 1 applies to all New Jersey (domestic) and out-of-state (foreign) corporations, limited liability companies, limited partnerships and limited liability partnerships. You must file an original formation/authorization certificate with the State of New Jersey.

***Neither "Rowan University" or any of their employees can serve as the "Registered Agent" when applying for Step 1.**

***Businesses registered with a BRC prior to 2018 are not considered valid until Step 1 has been completed.**

Step 2- Business Registration

Step 2 registers your business with the State of New Jersey.

Important Information

- It is the vendor's responsibility to periodically visit the [NJ Division of Revenue Certificate Service](#) and check on the status of their NJBRC.
- We cannot proceed with purchase orders or payments until Rowan University is able to verify the BRC.
- All questions regarding Step 1 or 2 should be directed to the NJDOR Hotline at 609-292-9292.