



758 Congress Street, Toms River, NJ 08753
Tel: 732.341.3934. Email: Tracy@njwma.org

How to Get a NJ Public Movers License

To get a NJ Public Movers license, you need to apply to the NJ Division of Consumer Affairs (DCA) and include a tariff of rates and charges.

How We Can Help

If you join the **NJ Movers Tariff Bureau (NJMTB)**, we will help you create a professional tariff for your services. This tariff lists all charges for materials, cartons, and hourly rates.

You'll need to decide:

- How to charge for moving services (e.g., hourly or by weight)
- How to charge for packing services (e.g., time & material or piece rate)

Note: We **do not** provide or suggest rates or disclose other companies' rates. You must establish your own. If you need help, contact us—your first call is free.

How It Works

1. **Join NJMTB by completing the attached application. You can pay via credit card: <https://njmovers.com/payments/>**
 - We email you a draft tariff to review.
 - We schedule a virtual meeting to discuss rate methods.
 - We will finalize and email you the completed tariff.
 2. **Submit Your Tariff**
 - Submit a digital copy of your tariff with your mover's application and other required documents to the State.
 - **Optional:** We can submit your license application on your behalf for an extra fee (in addition to the annual membership).
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Step 1: Prepare Your Business

- Create a business plan and learn the moving industry rules and [regulations](#).
- Register your business name with the State of NJ [HERE](#).
- Set your rates: Decide how you will charge for moving (hourly or by weight) and packing services.
- Purchase trucks, insurance, and office forms needed to complete your application.
- Complete the NJMTB application and pay the annual fee.
- Schedule a phone appointment with us to create your tariff.

Need Help? If you have questions or need assistance, contact our office. We're here to help you every step of the way.



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Step 2: Submit Required Documents to NJMTB

- Completed NJMTB application & Power of Attorney form (signed, not blank).
 - Copy of your Certificate of Incorporation, NJ Business Tax Registration, and DBA Certificate.
 - **Optional:** We can submit your initial license application for an extra fee.
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Step 3: Submit Your License Application

Submit the following documents on the **DCA Portal**:

1. Tariff of rates with proper headers and footers (completed by NJMTB).
2. Certificate of Incorporation or Certificate of Authority (for out-of-state businesses).
3. Vehicle registrations or Vehicle Lease Agreements.
4. Insurance Form E - Bodily Injury & Property Damage Liability and corresponding Certificate of Liability Insurance demonstrate the policy's start and end date and the policy amount.
5. Insurance Form H - Cargo Liability and corresponding Certificate of Liability Insurance demonstrate the policy's start and end date and the policy amount.
6. Certificate of Liability Insurance (COI) for Workers Compensation.
7. COI for Warehouse Legal Liability (if applicable).
8. Payment for License Application Fees.

Site Inspection Requirements:

1. You must have regulated NJ moving forms on-site, including:
 - Estimate
 - Order for Service
 - Bill of Lading
 - Important Notice to Consumers Brochure
 - Warehouse Receipt Form (if applying for storage)
 - Fire Marshall Approval Certificate (Warehouse only)
 - Certificate of Occupancy (Warehouse only)
 - Warehouse floorplan (Warehouse only)

You can order these forms at MilburnPrinting.com.

2. Proper signage on the truck(s) and the office building visible from the street. See page 8 on the Public Movers & Warehousemen Regulations for exact measurements and requirements.

After Licensing:

- We will file your future tariff or rate changes with the DCA twice annually.
- When you become a licensed mover, you can join the New Jersey Warehouse & Movers Association.

Need Help? If you have questions or need assistance, contact our office. We're here to help you every step of the way.



NEW JERSEY MOVERS TARIFF BUREAU, INC. (NJMTB)

758 Congress St., Toms River, NJ 08753

Call/Text – 732.341.3934 Email: Tracy@njwma.org

APPLICATION FOR CONDITIONAL MEMBERSHIP

Applicant Trade Name (DBA):

Date:

Corporation Name:

Date of Inc.:

FEID#:

Address/City/State/Zip:

County:

Tel:

Cell:

Email:

Accounts Payable Email:

Company Officer:

Title:

Website:

Company Officer:

Title:

☐ Household Goods ☐ Local Moving ☐ Long Distance Moving ☐ Storage ☐ Other Services Offered

Number of Moving Vans

Tractors

Trailers

Sq. Ft. of the warehouse, if applicable:

Type of Storage offered: Palletized ☐ Containerized ☐ Loose Stacked ☐

Van Line Affiliation

USDOT #:

MC#

For us to send you the proper tariff, how do you plan to charge for packing? ☐ Piece rate or ☐ time and material.

Please include these documents with the application: Power of Attorney form; Copy of Certificate of Incorporation and NJ Business Registration.

ANNUAL MEMBERSHIP DUES: \$450.00 Initial Application Filing Fee \$85.00

If the participant uses the NJMTB Copyrighted Tariff, membership dues are due annually, whether changes are made to the existing tariff. If you cancel your membership, you must create a new tariff to keep your license.

After receipt of a completed Draft of the tariff, Power of Attorney Form, listed documents, and online review, we will issue you a completed tariff with your independent rates. Please review your copy of the tariff and report any discrepancies immediately to the Tariff Office. We do not offer or suggest rates or provide legal advice.

IMPORTANT NOTE: Improperly filled out or incomplete forms may be returned to you and will delay the completion of your tariff. If you have any questions, call the Tariff Bureau Office for assistance. Please type the forms. We are not liable for delays. **We do not issue your public mover's license.**

NOTICE:

This is a **CONDITIONAL MEMBERSHIP** to the Tariff Bureau based on you or your company receiving a valid NJ License to perform intrastate moves. This is not a membership application for NJWMA (mover's association). You are not authorized to use the logos of the NJWMA or Circle of Excellence.

Membership is forfeited if you do not receive a New Jersey license to perform intrastate moves in New Jersey. We have the right to retain up to 100% of all fees paid to NJMTB for consultation. Membership in NJMTB does not grant you the right to perform intrastate moves in New Jersey without a valid NJ mover's License. If you perform intrastate moves before you receive your NJ License, you are subject to fines and your license application may be denied by the State of NJ. If your membership in NJ Movers Tariff Bureau is discontinued for any reason whatsoever, we must notify Consumer Affairs to cancel your filed tariff; you must return the tariff issued by our office and file a new tariff with the State. You are prohibited from using any part of the Tariff Bureau's copyrighted tariff.

I hereby agree to all the above terms; I accept email for NJMTB correspondence & swear that I am authorized to sign this form.

SIGNATURE _____ Date _____ Name _____ Title _____

Power of Attorney

Know all men by this instrument: That, on the _____ day of _____ in the year _____

Name of Carrier and Applicant _____

Address, City, State, Zip _____

The above-named carrier or applicant does hereby give power of attorney to Tracy Denora, the issuing agent for the New Jersey Movers Tariff Bureau Inc., who is appointed to serve as the named carrier's designated agent, to publish and file carrier's tariffs and supplements thereof, and to receive, communicate and discuss tariff-related subjects relevant to the New Jersey Public Movers and Warehousemen's Licensing Act.

The undersigned hereby authorizes said designated agent to lawfully act as the carrier's agent by the authority granted and does hereby assume full responsibility for the acts or failure to act of said designated agent.

The Company, Corporation, or Partnership agrees, by the person signing this document, to the above terms and agrees to pay annual dues, filing fees, or assessments that may occur.

The carrier agrees to notify the designated agent of any changes to the company's name, its officers, or address and to respond to all communications from Tracy Denora or the State of NJ. This Power of Attorney supersedes any previously dated Power of Attorney and shall remain in effect until canceled or replaced by either party in writing.

Name of Officer _____

Title of Officer _____

Signature of officer: _____ Date _____

Date _____ (Affix Corporate Seal here if required)
Signature of Secretary if Required

Date _____
Tracy Denora, Designated Agent for the New Jersey Mover's Tariff Bureau
758 Congress Street, Toms River, NJ 08753 (732) 341-3934

ATTENTION: State of New Jersey Department of Law and Public Safety, Division of Consumer Affairs, Regulated Business Section, Public Movers and Warehousemen: Please notify NJ Movers Tariff Bureau of the rejection or cancellation of the company's tariff or license by US mail or email to tracy@njwma.org

NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
CERTIFICATE OF [REDACTED]

[REDACTED] [REDACTED] LLC
[REDACTED]

I, the Treasurer of the State of New Jersey, do hereby certify that the above-name did on the 13th of July, [REDACTED], file and record in this department a Certificate of Alternate Name.

1. Business Name: [REDACTED] LLC
2. New Jersey Business Entity ID: [REDACTED]
3. Alternate Name:

Name: [REDACTED]

Activity To Be Conducted Using Alternate Name

R [REDACTED] MOVING SERVICES.

Alternate Name is Valid Until: [REDACTED]

Signature and Title

[REDACTED]



*IN TESTIMONY WHEREOF, I have
hereunto set my hand and affixed
[REDACTED] at Trenton, this
[REDACTED], 2023*

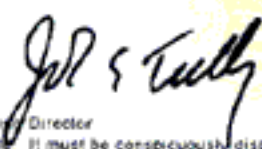
[Signature]

*Elizabeth M. Muoio
State Treasurer*

Certificate Number : 4 [REDACTED]

Verify this certificate online at

[REDACTED]

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAX REGISTRATION TEST ACCOUNT	CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
970-097-382/500	0107330	
ADDRESS:	ISSUANCE DATE:	
847 ROEBLING AVE TRENTON NJ 08611	07/14/04	
EFFECTIVE DATE:	 John S. Tully Acting Director	
01/01/01		
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:

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