**Instructions for Existing Registrants to Register Additional Equipment (Add-On Form)**

To register additional equipment only, please do the following (new registrants use the Initial Registration Form):

1. Complete the attached Add-On form and save as a Microsoft Word document.
2. Scan the Motor Vehicle Commission (MVC) registration and insurance documentation for each piece of new equipment (not including containers) to be registered.

* The MVC registration should be under the same name as the NJDEP Registrant. If these names are different, then a lease agreement and certification must be submitted. The preferred lease agreement form can be downloaded at <http://www.nj.gov/dep/dshw/hwr/2017-2019leasepackage.pdf>. Submission of any other forms must specifically highlight the pertinent information requested in the preferred lease agreement (i.e., highlighted or list pertinent page numbers).
* Only Commercial or Apportioned MVC registrations are allowed. ~~No~~ Passenger or Passenger-Commercial (“Pass” or “Pass-Comm”) vehicles will NOT be accepted.
* E-mail Add-On requests to [LRU@dep.nj.gov](mailto:LRU@dep.nj.gov) and DO NOT copy or include any other NJDEP staff.
* The e-mail subject line must identify the Company Name, NJDEP Number and Request Type (solid and hazardous waste requests must be completed on separate forms). For example:

“ABC Waste Hauling Co (NJDEP 12345) – Solid Waste Add-On Request”

OR

“DEP Waste Hauling Co (NJDEP 67890) – Hazardous Waste Add-On Request”

1. E-mail notifications will be as follows:
   1. After submission of an Add-On, you will receive receipt of acknowledgement from [LRU@dep.nj.gov](mailto:LRU@dep.nj.gov)
   2. After an Add-On is processed, you will receive a response from [portalcomments@dep.nj.gov](mailto:portalcomments@dep.nj.gov) with billing information and instructions for paying online with a credit card or e-check.
      1. The costs for renewal, Add-On or replacement decals from July 1st of the initial renewal year through the following April 30th (first 10 months of the renewal cycle) are: (Single Unit Vehicle: $100, Cab: $40, Trailer: $60 and Container: $60.)
      2. These decals costs are reduced 50% for requests received beginning May 1st
   3. After payment has been processed and decals are ready to be mailed, you will be notified from [LRU@dep.nj.gov](mailto:LRU@dep.nj.gov). Note that decals cannot be picked up from any DEP office without a pre-scheduled appointment.

**PLEASE BE REMINDED:**

* Do not include previously registered pieces of equipment on this form; this form is to be used solely for the registration of new equipment.
* To obtain updated cab cards and/or replacement decals of currently registered equipment, you must complete a Modification form which is available at <http://www.nj.gov/dep/dshw/hwr/Modification.doc>
* No requests can be processed unless current registration and insurance documents are attached.
* Changes to company information must be submitted on the “Amendment to Waste Transporter Information” form available by visiting [www.wastedecals.nj.gov](http://www.wastedecals.nj.gov)Add-Ons and other vehicle registration requests are processed in the order they are received. Initial processing may take 7 to 10 business days; if leases are required, processing times may be longer.

**Add-On Form to Register Additional Equipment ONLY**

(new registrants use the Initial Registration Form)

Please type the required information, save the form as a Microsoft Word document and e-mail it along with the scanned MVC registration and insurance documentation to [LRU@dep.nj.gov](mailto:LRU@dep.nj.gov)

DO NOT HAND WRITE ANY INFORMATION, DO NOT PRINT, MAIL or FAX this FORM

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| --- | --- | --- | --- |
| NJDEP Number: | Click or tap here to enter text. | Register the equipment to: Choose an item. | |
| Company Name: | Click or tap here to enter text. | | |
| Mailing Address: | Click or tap here to enter text. | | |
| Contact E-mail: | Click or tap here to enter text. | Contact Name: Click or tap here to enter text. | |
| Contact Phone: | Click or tap here to enter text. | Choose an item. | |
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| **For CONTAINERS-** Enter the Quantity needed "dumpsters", "roll-offs", or "boxes"  **Do NOT** include vehicles or trailers in the total containers box | | | Total Number Containers |
| Click or tap here to enter text. |

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| **Type\*** | **License Plate #** | **State:** | **VIN #** | **Overnight Address Where Parked** | **Leased** |
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By submitting this document (Add-On form), I hereby certify that the foregoing statements are true and I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment which may take the form of monetary penalties and/or revocation. I will notify the New Jersey Department of Environmental Protection (NJDEP), in writing, of any changes to the information within this registration statement within thirty days. I authorize the NJDEP to confirm liability coverage with my insurance companies. I further certify my company has the proper authority to operate on the public highways. I am also aware that pursuant to N.J.S.A. 54:50-24 et seq., NJDEP is obligated to provide my information to the Director of the New Jersey Division of Taxation to assist in the administration and enforcement of State tax law. Failure to comply with State tax laws could result in suspension and/or revocation of my NJDEP Vehicle Registrations. **Furthermore, if I am registered as a “Self-Generator” I certify that I will only transport waste generated from my business and I will not offer waste disposal services commercially.**