



New Jersey Motor Vehicle Commission

Business Licensing Services Bureau
P.O. Box 170
Trenton, New Jersey 08666-0170
(609) 292-6500 #5014

CORPCODE REQUEST FORM

To be completed by company owner and/or executive officer

Initial (Complete A) Address Change (Complete A&B) Name Change (Complete A&C)

Section A. Business Information

Legal Name of Company: _____

Federal Tax Payer ID# / Federal Employer ID#: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Description: _____

Name of Executive Requesting Corpcode: _____

Relationship to Company: _____ Title: _____

Driver License Number: _____ State: _____

Signature: _____ Date: _____

Submit the following;

1. Proof of the Federal Employer ID Number
2. Copy of one of the following documents as proof that the business is legally registered to conduct business in this state.
 - a. Certificate of Formation (Limited Liability Companies)
 - b. Certificate of Incorporation (Corporations)
 - c. Certificate of Trade Name (Sole Proprietorships)
3. Letter on official company letterhead bearing your legal company name and company address as it appears on your tax records.
4. Copy of requestors photo ID (Out of State Residents)
5. Lienholders only – submit 1, 3 and one of the following documents accordingly.
 - a. Banks – Copy of Banking Commission Documents
 - b. Credit Unions – Copy of Charter Papers
 - c. All other financial institutions and out-of-state dealerships - no other documents are required

Section B.

Change of Business Address

NJMVC Issued Corrcode#: _____ - _____ - _____

Old Address: _____

City: _____ State: _____ Zip Code: _____

New Address: _____

City: _____ State: _____ Zip Code: _____

Submit the following;

1. Proof of the business Federal Employer ID Number showing new address
2. Copy of your requestors photo ID

Section C.

Change of Legal Business Name

NJMVC Issued Corrcode#: _____ - _____ - _____

Old Business Name: _____

New Business Name: _____

Submit the following;

1. Name change amendment document issued by the Dept. of Treasury-Division of Commercial Recording
2. Proof of the business Federal Tax ID number showing new name
3. Copy of your requestors photo ID

NOTE: If Federal Tax I.D Number has changed, you must apply for an initial corrcode