

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
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 <https://wastedecals.nj.gov/faq.html>. 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. Passenger or Passenger-Commercial (“Pass” or “Pass-Comm”) vehicles will NOT be accepted.
 - E-mail Add-On requests to 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”
3. E-mail notifications will be as follows:
 - a. After submission of an Add-On, you will receive receipt of acknowledgement from LRU@dep.nj.gov
 - b. After an Add-On is processed, you will receive a response from portalcomments@dep.nj.gov with billing information and instructions for paying online with a credit card or e-check.
 - i. 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.)
 - ii. These decals costs are reduced 50% for requests received beginning May 1st
 - c. After payment has been processed and decals are ready to be mailed, you will be notified from 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 <https://www.wastedecals.nj.gov>
- No requests can be processed unless current registration and insurance documents are attached.
- 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.
- Changes to company information must be submitted on the “Amendment to Waste Transporter Information” form available by visiting <https://www.wastedecals.nj.gov> .

