

FREQUENTLY ASKED QUESTIONS

WEBSITE TO OBTAIN FORMS AND LINK TO ONLINE SUBMISSION SITE:

https://www.state.nj.us/treasury/contract_compliance/

WHO SHOULD CHECK OR MONEY ORDER BE PAYABLE TO? The Treasurer, State of New Jersey

HOW TO OBTAIN A DUPLICATE CERTIFICATE: Visit the website above. Then request and pay for a duplicate certificate through the online submission system, or download the Duplicate Request Form and mail with a \$75 check or money order. **NOTE:** No fee is required for a name and/or address updates.

HOW LONG DOES IT TAKE TO PROCESS FORM AA-302 AND RECEIVE CERTIFICATE OF EMPLOYEE INFORMATION REPORT? All online submissions take 5 business days to process. An email is then sent to advise the certificate is ready to print. If the Initial AA-302 is mailed it may take up to three (3) weeks. Renewal certificates may take up to two (2) weeks.

HOW LONG ARE CERTIFICATES VALID? For entities with fewer than 50 employees, the certificate is valid for 7 years. For entities with 50 employees or more, the certificate is valid for 3 years.

WHICH ADDRESS SHOULD BE USED? When using the United States Postal Service (regular mail) to deliver the AA-302 form(s) and payment, the following address must be used:

NJ Dept. of the Treasury
Contract Compliance and Audit Unit
EEO Monitoring Program
PO Box 206
Trenton, NJ 08625-0206

When using commercial delivery service such as FEDEX, UPS or other delivery services, the following address must be used:

NJ Dept. of the Treasury
Contract Compliance and Audit Unit
EEO Monitoring Program
33 West State Street, 9th Floor
Trenton, NJ 08625

FOR QUESTIONS RELATED TO CONSTRUCTION FORMS AA-201 AND AA-202: Contact the NJ Dept. of Labor and Workforce Development, Office of Diversity and Compliance, Construction EEO Monitoring Program at 609-292-9550.

HOW TO REGISTER FOR ONLINE SUBMISSION SITE: Visit the website above. Click on Online Submission – Register Now – Creating a Login link, then click on Online Submission/Payment of EEO/AA Employee Information Report link.

RECEIVED RENEWAL NOTICE – HOW DO I RENEW MY CERTIFICATE? Follow the instructions on the renewal notice. The renewal can be completed through the online submission system or download the renewal packet, complete and mail in along with the \$150 processing fee.

TO OBTAIN THE STATUS OF THE CERTIFICATE: Please call 609-292-5473 and a representative will be able to assist. Please have the Federal ID or certificate number available. **NOTE:** If submitted online, the certificate takes 5 business days to process.

CAN PAYMENTS BE MADE WITH CREDIT CARDS? Only if the AA-302 form(s) are completed through the online submission system.

DO NONPROFIT ORGANIZATIONS HAVE TO COMPLETE FORM AA-302? Yes, the Employee Information Report (Form AA-302) must be completed by nonprofit organizations to ensure compliance with the EEO requirements.

WHAT DOES THE CERTIFICATE LOOK LIKE? The Certificate of Employee Information Report is yellow in color, 3 ½ X 8 ½ and your assigned certificate number in top right corner. The entity's name and address along with the effective date and expiration date are also included on the certificate. **NOTE:** If submitted online, it is the entity's responsibility to print out the certificate.

THE COMPANY HAS NO EMPLOYEES, SHOULD THE OWNER OPERATING THE BUSINESS REPORT NO EMPLOYEES OR ONE EMPLOYEE FOR THEMSELVES? A company with no employees must report the officials and managers on line #3 and line #11 (officials/managers).