

**Application for  
Planning/Zoning Board Secretary Certificate  
and  
Zoning Official Certificate**

Name (as it is to appear on a certificate – PLEASE PRINT)

\_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Employer \_\_\_\_\_

Business Address \_\_\_\_\_

Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Official Title \_\_\_\_\_ I certify that I am United States Citizen (initial) \_\_\_\_

**I am applying for a Planning/Zoning Board Secretary certificate.**

	Course No.	Completion Date
Introduction to Planning & Zoning Administration	_____	_____
Financial/Records Management for Planning & Zoning Offices	_____	_____
Understanding Plans: Site Plan & Subdivision Review	_____	_____

**I am applying for a Zoning Official certificate.**

	Course No.	Completion Date
Introduction to Zoning Administration & Enforcement	_____	_____
Understanding Plans: Site Plan & Subdivision Review	_____	_____
Zoning Administration & Enforcement II	_____	_____

I attest that the above statements are true:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send this form and a non-refundable application fee of \$25 to:

**Planning & Zoning Program  
Rutgers Center for Government Services  
3 Rutgers Plaza, 3<sup>rd</sup> Floor  
New Brunswick, NJ 08901**

Make checks/purchase orders payable to Rutgers University.  
Cash payments are not accepted.

Please allow up to 45 days for processing.