

REQUEST FOR CERTIFICATION

New Jersey Department of Personnel
Division of HRIS – Placement Services
P.O. Box 314, Trenton, NJ 08625-0314
Phone 609-292-4100
FAX 609-777-0905

INSTRUCTIONS: Complete the appointing authority portion of this form whenever a certification is needed from an open competitive, promotional, or reemployment list. Once completed, please mail or fax this form to the address or fax number listed above.

APPOINTING AUTHORITY USE ONLY

Title		Title Code			
Jurisdiction		Juris Code			
Department					
<input type="checkbox"/> Open	<input type="checkbox"/> Promotional	Symbol	<input type="checkbox"/> Full	<input type="checkbox"/> Part Time	<input type="checkbox"/> Both
No. of Provisionals	No. of Vacancies	No. Names Requested			
Comments					
AA Signature			Date		
Contact Phone					

DEPARTMENT OF PERSONNEL USE ONLY

Personnel Request No.		Certification No.
		Certification Date
Comments		
Action Completed by		Date

