



**MANCHESTER  
TOWNSHIP**  
OCEAN COUNTY, NEW JERSEY

# SAVE THE TRIP TO TOWN HALL

IN AN EFFORT TO MAINTAIN SOCIAL DISTANCING AND DO WHAT WE CAN TO REDUCE THE SPREAD OF THE CORONAVIRUS, WE HAVE PROVIDED YOU WITH A LIST OF SERVICES AND HOW YOU CAN STILL ACCOMPLISH THEM WITHOUT MAKING THE TRIP TO TOWN HALL. WE HOPE TO MAKE CHANGES AND KEEP UPDATING THIS LIST AS A WAY TO PROVIDE ANSWERS TO YOUR POTENTIAL QUESTIONS.

SERVICE YOU MAY NEED	HOW YOU CAN ACCOMPLISH WITHOUT VISITING TOWN HALL
<b>TAX COLLECTOR'S OFFICE:</b> <ul style="list-style-type: none"><li>PAYING YOUR TAXES/WATER/SEWER BILLS</li></ul>	VISIT <a href="http://WWW.MANCHESTERTWP.COM">WWW.MANCHESTERTWP.COM</a> . CLICK THE TAB "PAY ONLINE" ALSO CAN CALL 732-657-8121 EXT 3700 TO PAY OVER THE PHONE. YOU CAN ALSO DROP YOUR PAYMENT IN OUR DROPBOX LOCATED IN THE PARKING LOT OF TOWN HALL
CODE ENFORCEMENT ISSUES	CALL 732-657-8121 EXT: OR EMAIL <a href="mailto:MQUINN@MANCHESTERTWP.COM">MQUINN@MANCHESTERTWP.COM</a>
VACANT PROPERTY REGISTRATION	MAIL IN YOUR REGISTRATION TO: 1 COLONIAL DRIVE MANCHESTER, NJ 08759  VISIT <a href="http://WWW.MANCHESTERTWP.COM">WWW.MANCHESTERTWP.COM</a> . CLICK THE TAB "CODE ENFORCEMENT" YOU CAN ALSO CALL 732-657-8121 EXT 3912
<b>BUILDING DEPT:</b> <ul style="list-style-type: none"><li>PAY CONSTRUCTION PERMIT BALANCES</li><li>APPLY FOR A MERCANTILE LICENSE</li><li>APPLY FOR A RETAIL FOOD HANDLERS LICENSE</li><li>APPLY FOR LANDLORD REGISTRATION</li><li>MAKE A RE-OCCUPANCY REQUEST</li><li>SEARCH THE CONSTRUCTION PERMIT DATABASE</li> <li>INSPECTION SCHEDULING</li></ul>	VISIT <a href="http://WWW.MANCHESTERTWP.COM">WWW.MANCHESTERTWP.COM</a> . CLICK THE TAB "BUILDING DEPARTMENT CITIZEN PORTAL" YOU CAN ALSO CALL 732-657-8121 EXT 3900  <ul style="list-style-type: none"><li>SCHEDULED VIA PHONE CALL 732-657-8121 EXT 3900</li></ul>
<b>CLERK'S OFFICE</b> <ul style="list-style-type: none"><li>BINGO AND RAFFLE LICENSE APPLICATIONS</li><li>DOG LICENSES</li><li>VITAL RECORDS REQUESTS</li><li>NO KNOCK APPLICATION</li><li>VOTER REGISTRATION APPLICATION</li><li>VOTE BY MAIL APPLICATION</li><li>PROPERTY CHANGE REQUESTS</li><li>BOND/ESCROW APPLICATIONS</li> <li>OPRA REQUESTS</li></ul>	VISIT <a href="http://WWW.MANCHESTERTWP.COM">WWW.MANCHESTERTWP.COM</a> . CLICK THE TAB "FORMS" ALWAYS CALL 732-657-8121 EXT 3200. YOU CAN CALL AND REQUEST THAT THESE APPLICATIONS BE MAILED.  <ul style="list-style-type: none"><li>OPEN PUBLIC RECORDS ACT REQUESTS CAN BE MADE THROUGH MAIL/FAX (732-657-2071), OR EMAIL: <a href="mailto:CLERK@MANCHESTERTWP.COM">CLERK@MANCHESTERTWP.COM</a></li></ul>

<ul style="list-style-type: none"> <li>• DEATH CERTIFICATES</li> <li>• MARRIAGE LICENSING</li> </ul>	<ul style="list-style-type: none"> <li>• UPON PROOF OF IDENTIFICATION (SCAN TO EMAIL, OR MAIL A COPY) DEATH CERTIFICATES CAN BE MAILED TO THE APPROPRIATE LOCATION.</li> <li>• UPON ANSWERING SCREENING QUESTIONS: MARRIAGE LICENSE REQUESTS WILL BE MADE BY APPOINTMENT ONLY.</li> </ul>
<p>ZONING APPLICATION</p>	<p>VISIT <a href="http://WWW.MANCHESTERTWP.COM">WWW.MANCHESTERTWP.COM</a>. CLICK THE TAB "FORMS" ALSO CAN CALL 732-657-8121 EXT 3908</p>
<p><b>Tax Assessor's Office:</b></p> <ul style="list-style-type: none"> <li>• TAX ASSESSMENT RECORDS SEARCH</li> <li>• SALES SEARCH (SR1A)</li> <li>• TAX MAPS</li> <li>• TAX DEDUCTION FORMS (SENIOR DEDUCTION FORMS)</li> <li>• ADDRESS CHANGE FORM</li> <li>• ASSESSMENT APPEALS</li> <li>• DISCUSSIONS ABOUT ASSESSMENTS</li> </ul>	<p>VISIT <a href="http://WWW.MANCHESTERTWP.COM">WWW.MANCHESTERTWP.COM</a>. CLICK THE TAB "TAX ASSESSOR" YOU CAN ALSO CALL 732-657-8121 EXT 3802</p> <ul style="list-style-type: none"> <li>• CAN BE MAILED TO 1 COLONIAL DRIVE MANCHESTER, NJ 08759</li> <li>• CAN BE DONE OVER THE PHONE AT 732-657-8121 EXT 3802 OR BY EMAIL AT <a href="mailto:TAXASSESSOR@MANCHESTERTWP.COM">TAXASSESSOR@MANCHESTERTWP.COM</a></li> </ul>
<p><b>PUBLIC WORKS:</b></p> <ul style="list-style-type: none"> <li>• A STICKER FOR YOUR VEHICLE TO ACCESS THE TOWNSHIP RECYCLING CENTER.</li> <li>• A ONE-TIME BULK PICKUP</li> <li>• UTILITY/WATER/SEWER CONCERNS</li> </ul>	<ul style="list-style-type: none"> <li>• E-MAIL A COPY OF YOUR CAR REGISTRATION AND DRIVER'S LICENSE TO <a href="mailto:DPWREQUESTS@MANCHESTERTWP.COM">DPWREQUESTS@MANCHESTERTWP.COM</a> <ul style="list-style-type: none"> <li>○ IF YOU ARE A NEW RESIDENT AND YOUR CAR REGISTRATION DOES NOT LIST YOUR CURRENT MANCHESTER ADDRESS, YOU MUST STILL E-MAIL YOUR REGISTRATION AND LICENSE, AS WELL AS A COPY OF A PHONE, ELECTRIC OR CABLE BILL OR SERVICE CONNECTION CONFIRMATION WHICH SHOWS YOUR NAME (TAX AND WATER BILLS ARE NOT ACCEPTABLE)</li> </ul> </li> </ul> <p>*STICKERS WILL BE MAILED DIRECTLY TO YOUR HOME</p> <ul style="list-style-type: none"> <li>• E-MAIL A COPY OF YOUR CONTRACT OF SALE OR RESIDENT'S DEATH CERTIFICATE TO <a href="mailto:DPWREQUESTS@MANCHESTERTWP.COM">DPWREQUESTS@MANCHESTERTWP.COM</a></li> <li>• BULK PICK-UPS ARE PERFORMED ON MONDAY MORNINGS. PLEASE INDICATE WHAT MONDAY YOU WANT (NO HOLIDAYS). PICK-UP REQUESTS MUST BE PROVIDED BY THURSDAY OF THE PRECEDING WEEK FOR MONDAY PICK-UP.</li> <li>• CONTACT OUR UTILITIES PLANT AT 732-914-1200</li> </ul>

<p><b>RECREATION:</b></p> <ul style="list-style-type: none"> <li>REGISTRATION FORMS AND PROGRAM BROCHURE</li> </ul>	<p>VISIT <a href="http://WWW.MANCHESTERTWP.COM">WWW.MANCHESTERTWP.COM</a>. CLICK THE TAB "RECREATION"          YOU CAN ALSO CALL 732-657-8121 EXT 5101. CALL TO REQUEST FORMS TO BE MAILED/ EMAILED</p>
<p><b>POLICE RECORDS:</b></p> <ul style="list-style-type: none"> <li>POLICE REPORTS/ ACCIDENT REPORTS</li> </ul>	<p>PLEASE CALL 732-657-2009. YOU WILL BE INSTRUCTED TO PROVIDE PROOF OF IDENTIFICATION BY EMAIL OR THE MAIL. YOUR REPORT WILL THEN BE MAILED TO YOU.</p> <p>YOU CAN ALSO REQUEST YOUR RECORDS BY MAILING A COPY OF YOUR DRIVER'S LICENSE/ REPORT NUMBER AND LETTER REQUESTING THE REPORT.</p>
<p><b>MUNICIPAL COURT:</b></p> <ul style="list-style-type: none"> <li>PAYING TRAFFIC TICKETS</li> <li>PAYING SOME CRIMINAL CITATIONS</li> <li>CITIZEN COMPLAINT FORMS</li> </ul>	<ul style="list-style-type: none"> <li>VISIT <a href="http://WWW.NJMCDIRECT.COM">HTTP://WWW.NJMCDIRECT.COM/</a> TO PAY TICKETS ONLINE</li> <li>CALL 732-657-8121 EXT 3400 OR EMAIL <a href="mailto:TBARCUS@MANCHESTERTWP.COM">TBARCUS@MANCHESTERTWP.COM</a> TO HAVE A COMPLAINT FORM EMAILED OR MAILED TO YOU.</li> </ul>

**Stay Updated!**  
**Text 08759 to 888777**