



# Sunscreening Application Instructions

## Instructions:

### Step 1 – Type of Transaction

**Initial Sunscreening-** for first time applicants. If approved, medical exemption will be good for 48 months.

**Renewal Sunscreening-** previously approved applicants need to reapply for medical exemption every 48 months.

### Step 2 – Vehicle Information

Information provided must match your NJ registration information. If approved, your sunscreening exemption will be tied to the vehicle information provided in step 2.

### Step 3 – Owner Information

Information provided must match your NJ registration information.

### Step 4 – Physician information

Your physician must fill out and sign section 4 in in order for your initial or renewal sunscreening application to be reviewed. **You must provide a valid prescription from the same physician to the NJMVC.**

*Please see N.J.A.C. 13:20-1.5 (a) through (d).*

### Step 5 – E-mail or Mail-in Application

**Once application is completed in its entirety, mail your application along with your valid prescription to:**

**Customer Advocacy Office  
Attn: Sunscreening Exemption  
P. O. Box 403  
Trenton, NJ 08666-0403  
or e-mail to:  
[SUNSCREENING@mvc.nj.gov](mailto:SUNSCREENING@mvc.nj.gov)**

After your application is processed, you will receive a letter correspondence via mail or e-mail from Customer Advocacy.

Submitting your application and prescription does not give you permission to get sunscreening applied to your windows. If your application is approved, you will receive a letter with a temporary approval, which will allow you to have window sunscreening installed. If you have any questions, the Customer Advocacy Office can be reached at (609) 984-2973.

### Next Steps:

For initial applicants:

1. Receive authorization to install sunscreening (tinting) and Sunscreening Installation Confirmation from NJMVC.
2. Install window sunscreening.
3. E-mail or mail window Sunscreening Installation Confirmation to the address listed in Step 5.
4. Receive permanent window sunscreening authorization document to keep in approved vehicle at all times.
5. Renew every 48 months.

For renewing applicants:

1. Receive permanent window sunscreening authorization document to keep in approved vehicle at all times.
2. Renew every 48 months.

If rejected:

1. You may resubmit your application and valid prescription to the e-mail address or P.O. Box listed in Step 5.

### Reasons for Rejection:

- A. The medical condition listed does not qualify for vehicle sunscreening per NJ regulation N.J.A.C. 13:20-1.5.
- B. Applicant and vehicle information must be completed in its entirety on application.
- C. All physician information must be completed in its entirety, signed and legible in Step 4.
- D. Dermatological photo testing information must be provided.
- E. Missing a valid prescription from your physician requesting sunscreening.
- F. Other:\_\_\_\_\_.