**How to Submit a Registration Request Through the Daniel's Law Portal (Danielslaw.nj.gov)**

This document details the ***two-step*** process of submitting a registration request through the Daniel's Law portal page. During the registration process, be prepared to provide the following information:

- Date of birth *(Required)*
- Valid email address *(Required)*
- NJ Pension ID# (if applicable)
- NJ Attorney ID# (if applicable)
- Federal Employee # (if applicable)
- Qualifying Title/Rank *(Required)*
- Qualifying Agency name *(Required)*
- Agency type *(Required)*
- Agency ORI#
- Dates of service
- Service status *(Required)*
- Proof of current and/or former employment (optional)

***NOTE**: Fields marked "(Required)" must be completed or you will not be able to submit a registration request.*

1. Go to the Daniel's Law portal page by entering the following URL into your internet browser: https://danielslaw.nj.gov

2. In order to submit a registration request, you must first create a Daniel's Law portal account. You can create an account by clicking the "Register for a Daniel's Law Account" button.

Judge Esther Salas announces the Daniel's Law online Portal
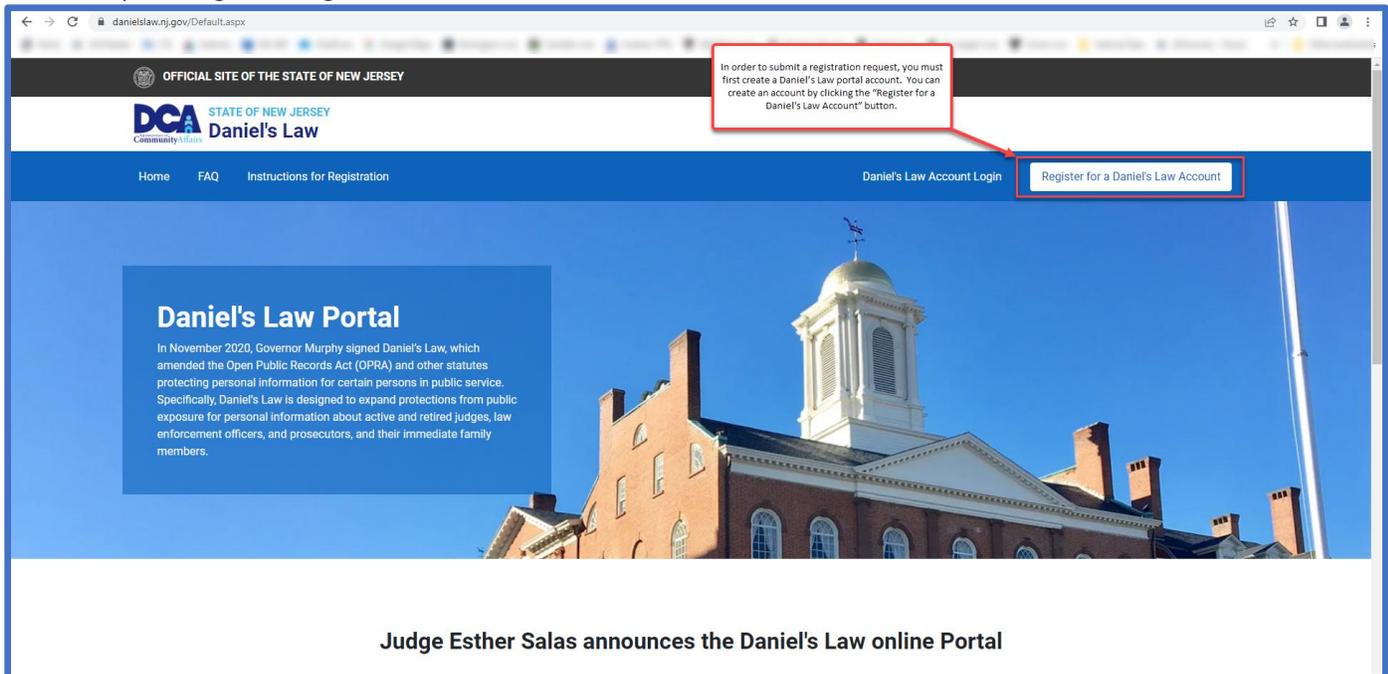
3. Enter your first name, last name, name of your current or former employing agency, email address, verification code, and click the "Register Account" button.

4. After creating your Daniel's Law account, you will be required to link it to your *myNewJersey* account.

   a. If you have an existing *myNewJersey* account, select "Yes" under *Do you have a myNewJersey Logon ID?* and logon to your account.

b. If you do not have a *myNewJersey* account, select "No" under *Do you have a myNewJersey Logon ID?* to create one.

5. Once your Daniel's Law account is linked to your *myNewJersey* account, the "*Daniel's Law – Disclosure Protection*" hyperlink will be displayed in your *myNewJersey* account. Use this hyperlink to return to the Daniel's Law portal page at any time to submit a registration request or check on the status of an existing request.

6. Once your Daniel's Law account is linked to your *myNewJersey* account, you can also sign in directly through the Daniel's Law portal (https://danielslaw.nj.gov) by clicking the "Daniel's Law Account Login" button. You will then be directed to logon to your *myNewJersey* account.
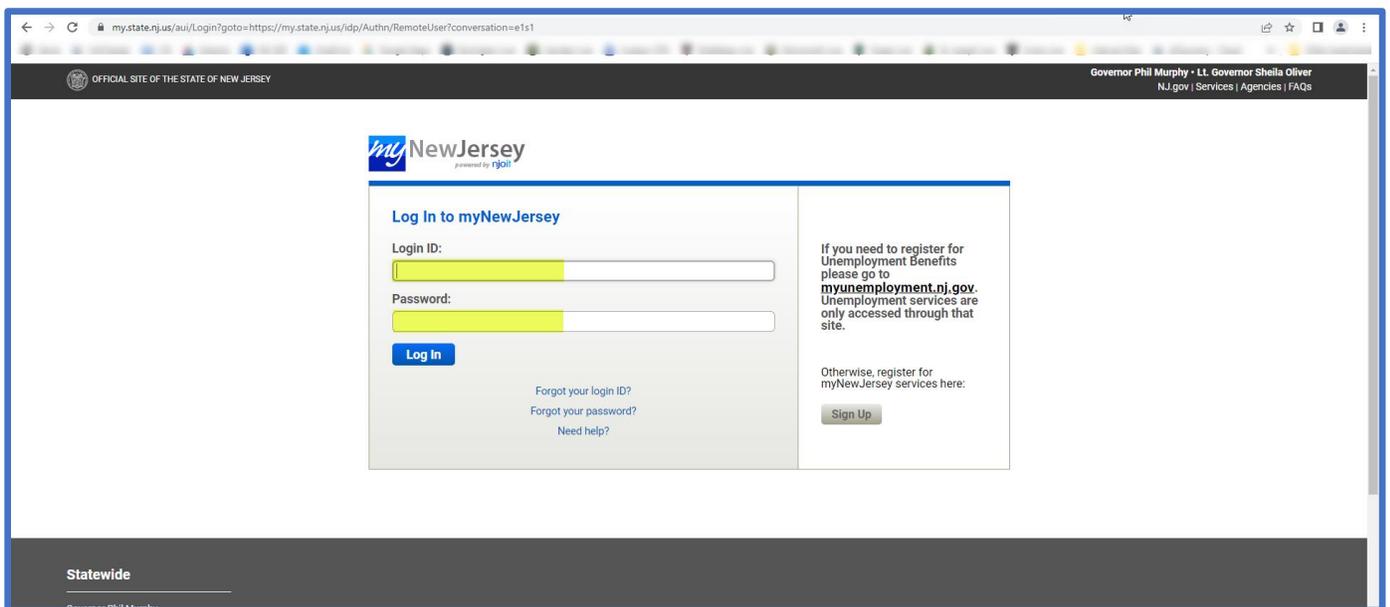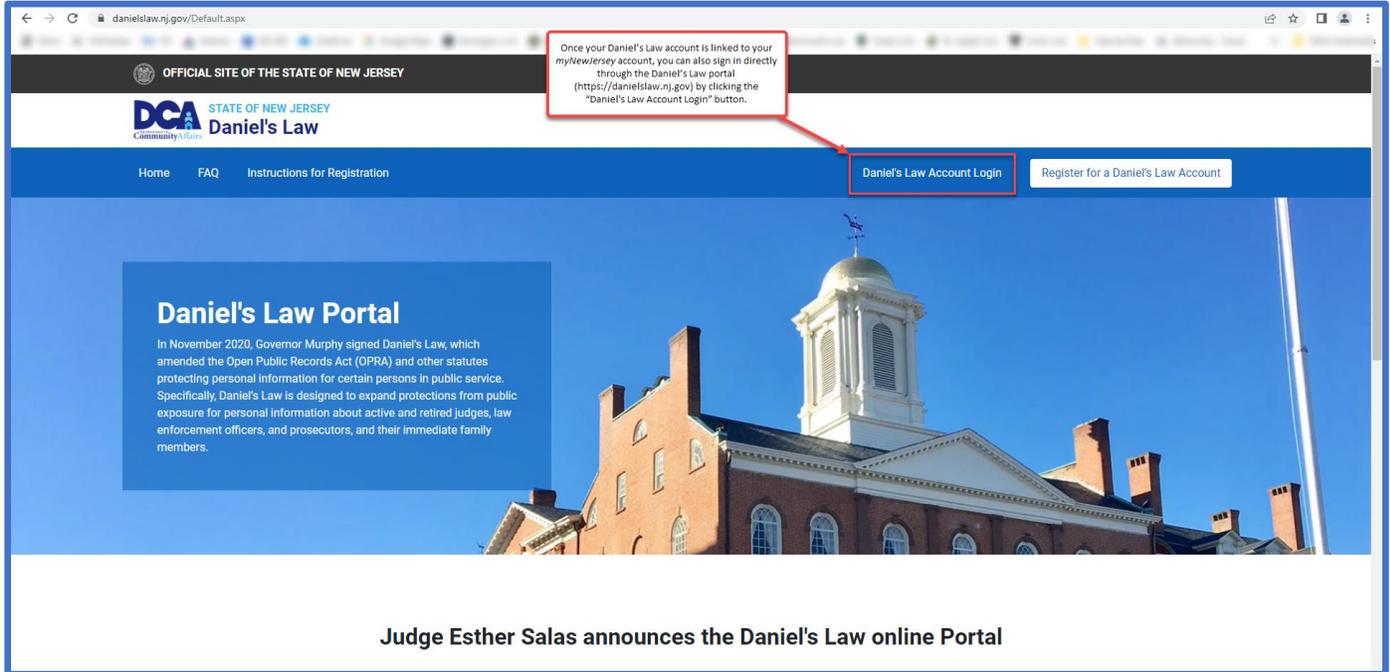
7. After signing in, your name will be displayed in the upper right-hand corner of the page. Click the "Create Request" button to submit a new request.
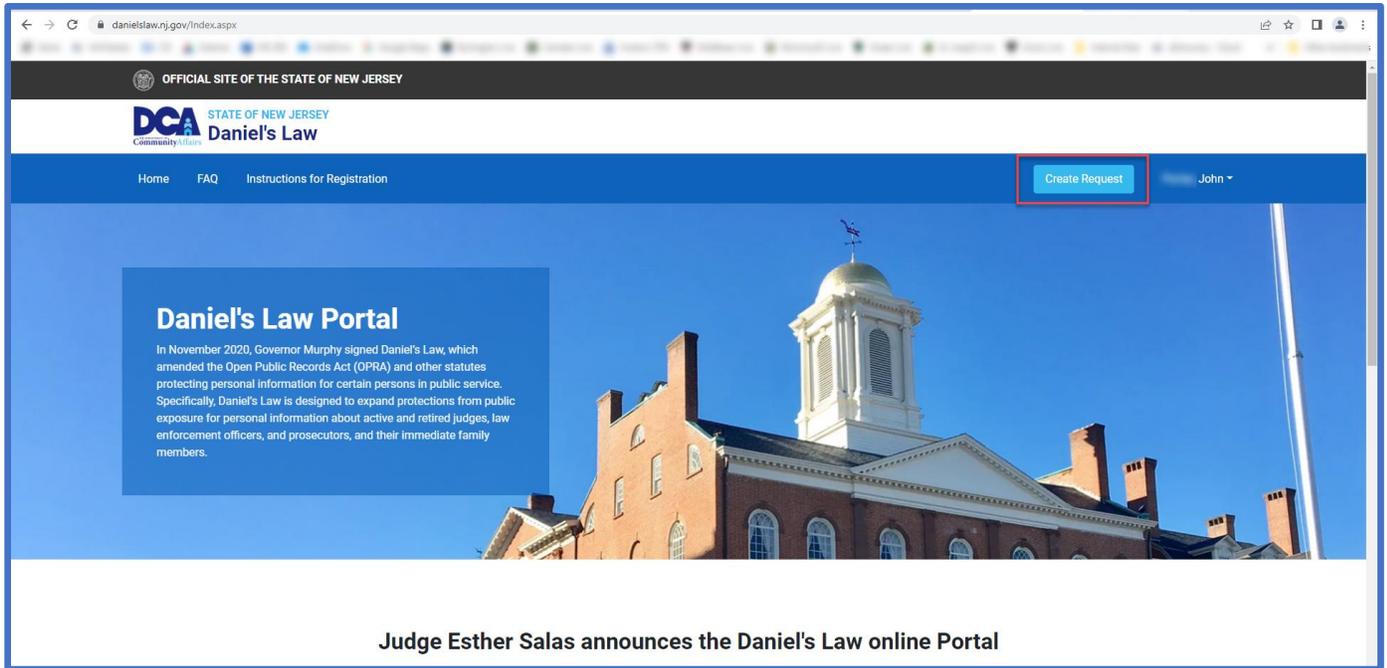
8. Click the "Add New Request" button to submit a registration request.
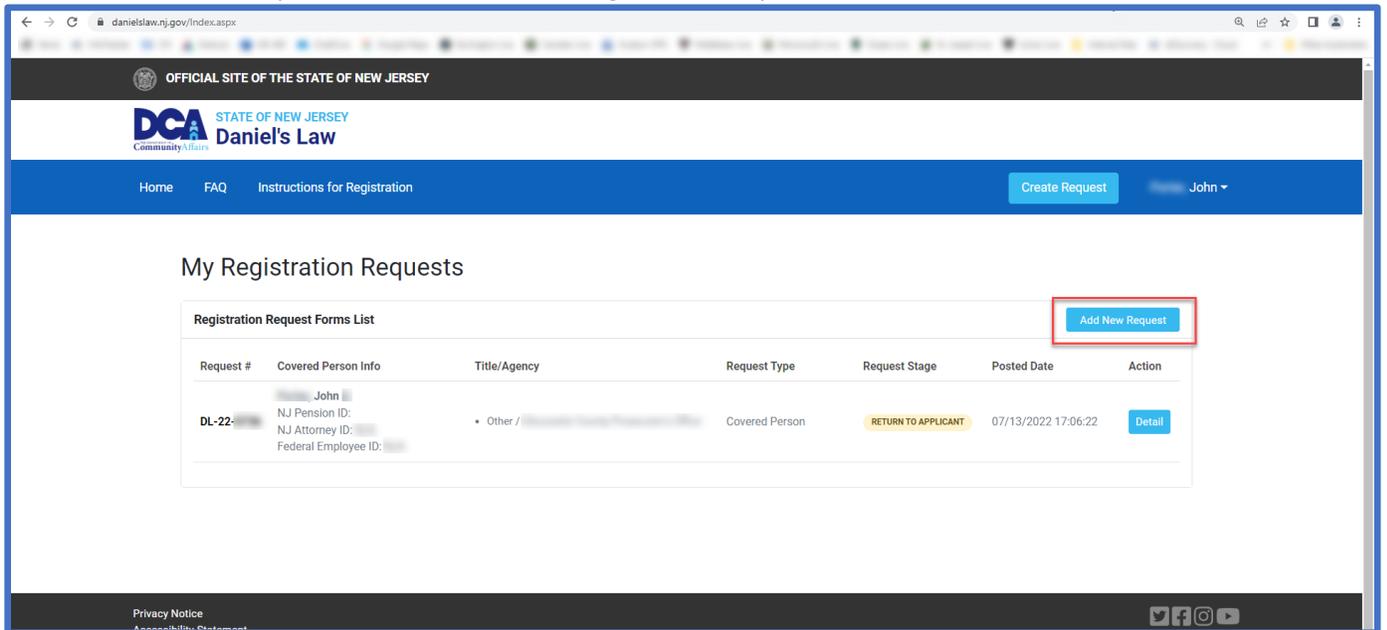
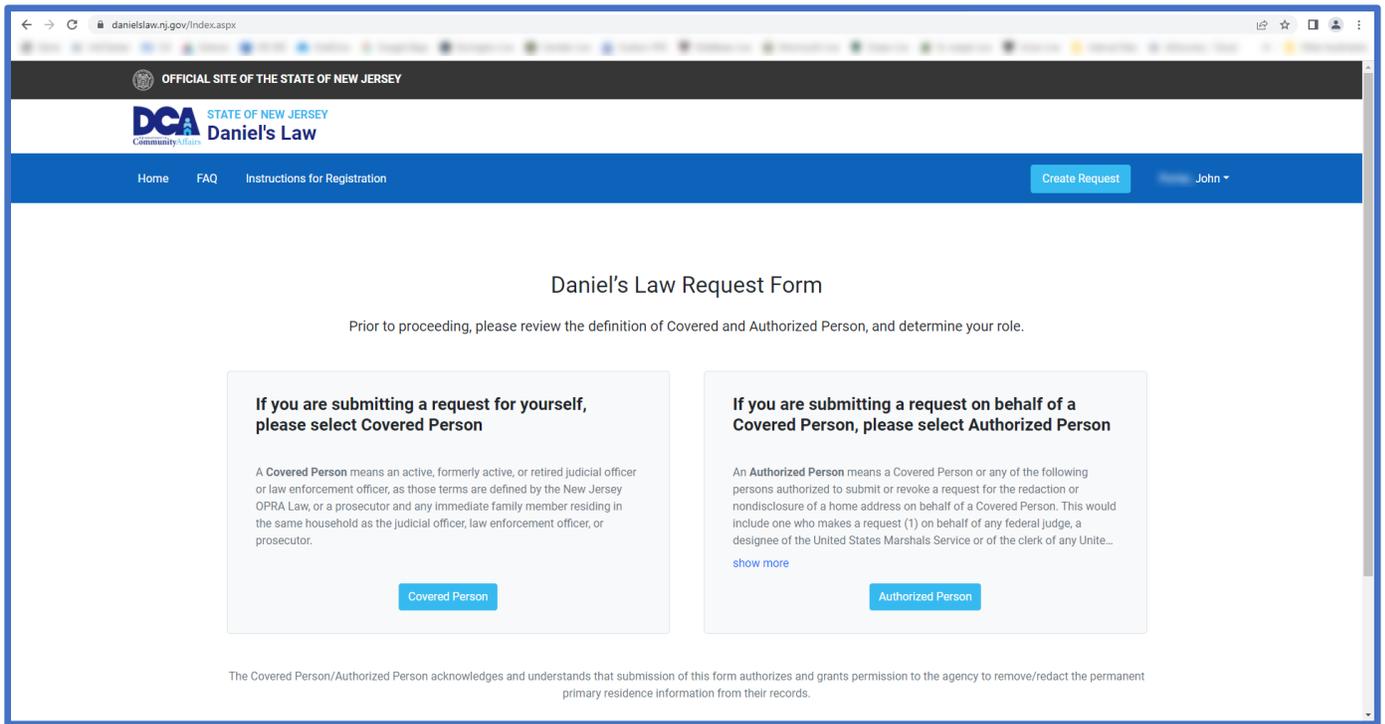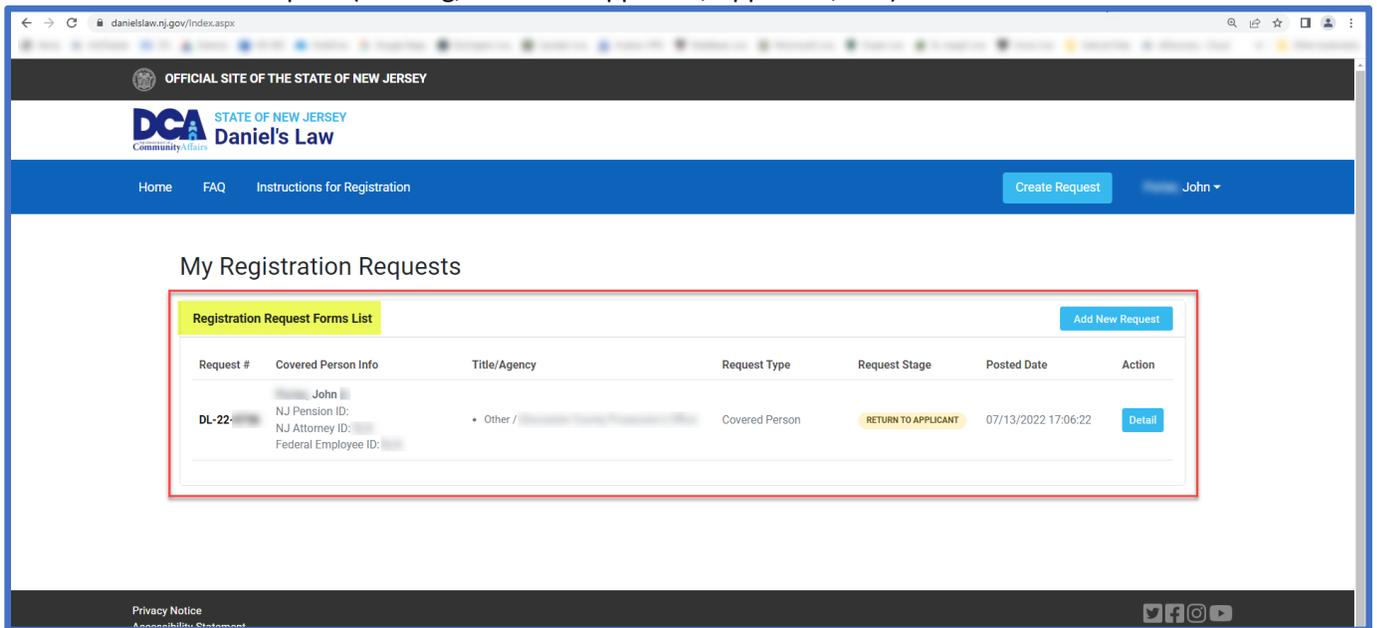9. Existing registration requests will be listed in the "Registration Request Forms List" section along with the current status of the request (Pending, Return to Applicant, Approved, etc.).

Once the submission is sent, step one is complete. Registration requests will be reviewed and registrants will be contacted via email concerning the status of their request. If approved, **registrants will proceed to the second step of this process, and will be** required to submit additional information for redaction requests and delivery to the appropriate agencies.

For any questions concerning the Daniel's Law portal or registration process, please contact the Office of Information Privacy (OIP) at: OIP@dca.nj.gov