

## Services Delivered Over-the-Counter

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## **Agriculture, Aquaculture and Fisheries**

### **Accept Payments**

Production Insurance Payments  
Registration of Farm Businesses  
Service Payments

### **Provide Applications**

List of applications – click [here](#)

## **Efficiency NB**

### **Accept Payments**

Loan Payment

## **Elections NB**

### **Other**

Change of Address/Name  
Affidavit of Witness to Consent of Candidate  
Affidavit of Witness to the Nominator Signatures

### **Provide Applications**

List of applications – click [here](#)

## **Environment and Local Government**

### **Accept Payments**

Dog Licences (Non Incorporated Areas): Licences are only sold at Caraquet, Grand Falls, Perth-Andover, Florenceville-Bristol, Woodstock, St. Stephen, Saint John, Sussex, Moncton, Neguac, Bathurst, Campobello, Chipman, Edmundston, Richibucto, Doaktown, Kedgwick, Miramichi West and Campbellton

Penobsquis Water Payment  
Permit to Buy Ozone Depleting Substances  
Permit to Sell Ozone Depleting Substances  
Pesticide Applicator Certificate - Commercial  
Pesticide Applicator Certificate - Private  
Pesticide Operator's License  
Pesticide Use Permit  
Pesticide Vendor's License – Without Storage  
Pesticide Vendor's License – With Storage  
Petroleum Storage Site License  
Water & Sewer Payments  
Water Testing (Single Parameter tests): Only available in Saint John, Grand Falls, Moncton, Dieppe, Woodstock, St. Stephen, Richibucto, Edmundston, Tracadie-Sheila, Caraquet, Shippagan, Miramichi West, Hampton, Sussex, Bouctouche, Shediac, Campbellton, Kedgwick, Bathurst, Perth Andover, Sackville, Fredericton, Chipman, and Burton.

## **Provide Applications**

List of applications – click [here](#)

## **Finance**

### **Accept Payments**

Fuel Exemption

Purchasers Permit Applications & fees for:

Aquaculturist

Fisher

Forest Worker

Manufacturer

Mining and Quarrying

Silviculturist

Wood Producer

Gasoline and Motive Fuel

Gasoline Wholesalers Licence

Gasoline Retailers Licence

International Fuel Tax Agreement

IFTA Decal Applications

International Fuel Tax Agreement Licence Application

International Fuel Tax Agreement Returns

Fuel Tax Returns

Miscellaneous

Tax Audit Collection Payments

Tax Status Statement

Casual / Voluntary Collection Notice Payments

Compliance Officers Cash Remittance

Pari-mutuel Tax

Pari-mutuel Tax Returns

Application for Registration Certificate under the Pari-Mutuel Tax Act

Property Tax

Property Tax Certificate

Property Tax Payments

Tax Sales

Tobacco

Tobacco Retail Vendor's Licence

Tobacco Wholesaler's Licence

Vehicle/Boat/Aircraft tax

Provincial Vehicle Tax

Tangible Personal Property Tax (TPPT – Boats / Aircraft)

Harmonized Sales Tax (8% Portion)

### **Provide Applications**

List of applications – click [here](#)

### **Accept Applications**

Home Energy Assistance Program

Low Income Seniors' Benefit Application

Property Tax Deferral Program for seniors  
Property Tax Equalized Payment Plan

## **Health**

### **Accept Payments**

Application to Install an On-Site Sewage Disposal System  
Food Premises License Applications and renewals (Classes 3-5)  
License Application for an On-Site Sewage Disposal Installer  
Medicare Replacement Card Requests  
Re-Inspection Fees for On-Site Sewage Disposal System  
Water Samples – Only available in Saint John, Grand Falls, Moncton, Dieppe, Woodstock, St. Stephen, Richibucto, Edmundston, Tracadie-Sheila, Caraquet, Shippagan, Miramichi West, Hampton, Sussex, Bouctouche, Shediac, Campbellton, Kedgwick, Bathurst, Perth Andover, Sackville, Fredericton, Chipman, and Burton.

### **Provide Applications**

List of applications – click [here](#)

### **Provide Kits**

Water Testing Sample Kits for;

- Bacterial
- Chemical, Inorganic \*I
- New Well

Only available in Saint John, Grand Falls, Moncton, Dieppe, Woodstock, St. Stephen, Richibucto, Edmundston, Tracadie-Sheila, Caraquet, Shippagan, Miramichi West, Hampton, Sussex, Bouctouche, Shediac, Campbellton, Kedgwick, Bathurst, Perth Andover, Sackville, Fredericton, Chipman, and Burton

## **Justice and Attorney General**

### **Accept Payments**

Salesperson's Licence  
Request for Divorce documents  
Family Support Payments  
Sheriff Fees for Eviction

### **Provide Applications**

List of applications – click [here](#)

## **Natural Resources**

### **Registration for an Outdoors Card - Required to purchase an angling licence**

#### **Angling licences**

Class 1 Non Resident Salmon (Season)  
Class 2 Non-Resident Salmon (7-Day)  
Class 3 Non-Resident Salmon (3-Day)

Class 4 Non-Resident Angling (Season)  
Class 5 Non-Resident Angling (7-Day)  
Class 6 Non-Resident Angling (3-Day)  
Class 7 Resident Salmon  
Class 8 Resident Salmon (10-15 / 65 & Over)  
Class 9 Resident Angling  
Class 10 Resident Angling (65 & Over)  
Class 11 Non-Resident Ice Fishing  
Class 12 Resident Ice Fishing  
Class 13 Non Resident Salmon (Season) - Live Release  
Class 14 Non-Resident Salmon (7-Day) - Live Release  
Class 15 Non-Resident Salmon (3-Day) - Live Release  
Class 16 Resident Salmon - Live Release  
Class 17 Resident Salmon (10-15 / 65 & Over) - Live Release

### **Hunting licences**

Class 1 Non-Resident Deer & Game Bird  
Class 2 Non-Resident Bird & Small Game  
Class 3 Resident Deer & Game Bird  
Class 3 Resident Deer & Game Bird (65 & Over)  
Class 4 Resident Bird & Small Game  
Class 4 Resident Bird & Small Game (65 & Over)

Minor's

### **MOOSE LICENCES**

Non-Resident  
Resident  
Resident (65 & Over)  
Resident Designated Licence  
Resident Designated Licence (65 & Over)

### **BEAR LICENCES**

Non-Resident  
Resident

### **GUIDE LICENCES**

Renewal  
Exchange  
Replacement

### **VARMINT LICENCES**

Non-Resident Varmint  
Resident Varmint  
Resident Varmint (65 & Over)

### **Trapping**

Fur Harvester's  
Fur Harvester's (65 & Over)  
Minor Fur Harvester's  
Rabbit Trapper's  
Rabbit Trapper's (Age 10-15)

### **Draws**

Moose  
Antlerless Deer  
Bobcat

### **Issue Permits (No Fee)**

Meat and Game Transfer Permit  
Sighting-In / Transporting Firearm Permit

### **Provide Applications**

List of applications – click [here](#)

### **Other**

Canadian Firearms Safety Education Student Manual  
Atlantic Provinces Hunter Education Student Manuals  
Crown Land Annual Rent Payments  
Stumpage Fees  
Harvesting Permit for Crown Land (Balsam Fir Tipping) – **St. Stephen only**

## **New Brunswick All-Terrain Vehicle Federation**

### **Issue Permits**

ATV Trail Permit

## **New Brunswick Federation of Snowmobile Clubs**

### **Issue Permits**

Snowmobile Trail Permit

## **New Brunswick Health Network**

### **Accept Payments**

Horizon invoice payments – Moncton, Fredericton, Saint John, and Miramichi zones  
Vitalité invoice payments – Acadie-Bathurst, Beauséjour, Nord-Ouest, and Restigouche

## **NB Power**

### **Accept Payments**

Bill Payments

## **NB Trails Council Inc.**

### **Accept Payments**

NB Trail Guides

## **Post-Secondary Education, Training and Labour**

### **Accept Payments**

NB Debt Portfolio payments

### **Provide and Receive Applications for Student Financial Assistance**

List of applications – click [here](#)

## **Public Safety**

### **Accept Payments**

Film and Video

- Film Distributor Licence
- New Brunswick Film Exchange Licensing Application
- Video Distributor Licensing Application
- Video Retailer Licensing Application

Liquor

- Liquor Licence fees
- Special Occasion Permit Application
- Special Permit Application / Special Permit Renewal

Lottery

- Lottery Registration Application

Motor Vehicle

- Accident Reports
- Airbrake Manuals
- Driver Abstracts
- Driver Examination Fees
- Driver Handbooks
- Provincial Offences Procedures Act (POPA) Offences
- Driver's Licences reinstatement fees
- International Registration Plan Program – **only available in Fredericton, Woodstock, Moncton, St. Stephen, Bathurst, Edmundston, Saint John, Miramichi West, Campbellton, Tracadie-Sheila, Grand Falls, Sussex, Kedgwick, Plaster Rock**
- Medical Searches
- Motor Vehicle Drivers Licence (new, exchange, renewal, replacement)
- Motor Vehicle Personalized Plates and Reprints
- Motor Vehicle Photo ID Services
- Motor Vehicle Registrations (new, exchange, renewal)
- Motor Vehicle transfers
- Motor Vehicle plate and validation sticker replacements
- Motor Vehicle special plates – Veteran, Conservation, Firefighter, Farm
- Motor Vehicle Special Permits
- Restoration of Driving Privileges Application
- Transit Marker Permits

Technical Inspection Services Branch

- Backflow Prevention Tester's Licences
- Compressed Gas Licences, Plans and Permits
- Electrical Licences, Plans and Permits
- Elevator Licences, Plans and Permits

Payment on Accounts  
Plumbing Licenses and Permits  
Power Engineer Exams and Licences  
Steamfitter-Pipefitter Licenses  
Welder Tests and Licences

### **Issue Permits**

Lottery Permits  
Parking Placards (Disabled)

### **Provide Applications**

List of applications – click [here](#)

### **Other**

Change of Address  
Various motor vehicle related inquiries

### **Driver Examiner Testing**

Eye Exam – all offices except Campobello and Dieppe  
Road Test– all offices except Campobello and Dieppe  
Written Exam– all offices except Campobello and Dieppe  
Air Brake Practical Slack Adjustment – only available at Saint John, St. Stephen, Sussex, Moncton, Bouctouche, Edmundston, Grand Falls, Woodstock, Fredericton, Chipman, Campbellton, Miramichi West, Neguac, Bathurst, Shippagan, Kedgwick

## **Service New Brunswick – Corporate Registry**

### **Accept Payments**

#### *Business Corporations Act*

Annual Return  
Articles of Amalgamation  
Articles of Amendment  
Articles of Dissolution  
Articles of Incorporation  
Articles of Revival  
Notice of Directors or Notice of Change of Directors  
Notice of Registered Office or Notice of Change of Registered Office

#### *Business Corporations Act – Extra-Provincial Corporation*

Annual Return  
Notice of Change of Directors  
Notice of Change of Principal Office in NB or Registered Office  
Notice of Continuance  
Statement of Registration

#### *Companies Act*

Annual Return

#### *Partnerships and Business Names Registration Act*

Certificate of Dissolution of Partnership  
Certificate of Registration of Business Name  
Certificate of Registration of Partnership  
Certificate of Renewal of Business Name



Certificate of Renewal of Partnership  
Royal Gazette Fees

**Provide Applications**

List of applications – click [here](#)

**Provide Information Kits**

“Incorporation of a Business Corporation”  
“Incorporation of a Not-for-Profit Company”  
“Registration of a Business Name”  
“Registration of a Partnership”  
“Selecting a Proposed Name”  
“Registration of an Extra-Provincial Corporation”  
Brochure: “Not-for-Profit Organizations: A Legal Guide”

**Service New Brunswick – Property Assessment**

**Provide Applications**

List of applications – click [here](#)

**Accept Applications**

Notice of Application to Administrator for Residential Tax Credit Application form  
Property Tax Allowance Program  
Property Tax Assessment Appeal Process

**Service New Brunswick – Rentalsman**

**Accept Payments**

Security Deposit Payments

**Provide and Accept Applications**

List of applications – click [here](#)

**Service New Brunswick – Vital Statistics**

**Accept Payments**

Birth Certificate Application  
Death Certificate Application  
Marriage Certificate Application  
Change of Name Applications

**Issue Licences**

Marriage Licences

**Provide Applications**

List of applications – click [here](#)

## **Social Development**

### **Accept Payments**

Damage Deposit Payments  
Damage Payback Payments  
Housing Loan and Rental Payments

### **Provide Applications**

List of applications – click [here](#)

## **Transportation and Infrastructure**

### **Accept Payments**

Oversize and/or Overmass and Blanket Permits

### **Provide Applications**

List of applications – click [here](#)

## **Villages, Towns, and Cities**

### **Accept Payments**

<b>Municipality</b>	<b>Water</b>	<b>Sewer</b>	<b>Other</b>
<b>Alma</b>	X	X	
<b>Atholville</b>		X	
<b>Baker Brook</b>	X	X	
<b>Bas-Caraquet</b>	X	X	
<b>Bath</b>	X	X	
<b>Bathurst</b>	X	X	
<b>Beresford</b>	X	X	
<b>Blackville</b>		X	
<b>Bouctouche</b>	X	X	
<b>Bristol</b>		X	
<b>Campbellton</b>	X	X	Garbage Disposal Fees Ground Rent Payments Parking Violations
<b>Cap-Pelé</b>		X	
<b>Caraquet</b>	X	X	
<b>Centreville</b>		X	

<b>Clair</b>	X	X	
<b>Dalhousie</b>	X	X	
<b>Dieppe</b>	X	X	
<b>Dorchester</b>	X	X	
<b>Edmundston</b>	X	X	Electricity
<b>Fredericton</b>			Taxicab Business Licence Taxicab Owners Licence Taxi Driver Licence
<b>Fredericton Junction</b>	X	X	
<b>Gagetown</b>		X	
<b>Hampton</b>	X	X	
<b>Hillsborough</b>	X	X	
<b>Memramcook</b>	X	X	
<b>Miramichi</b>	X	X	
<b>Moncton</b>	X	X	
<b>Neguac</b>		X	
<b>Nigadoo</b>		X	
<b>Norton</b>		X	
<b>Oromocto</b>	X	X	Garbage Disposal Fees
<b>Paquetville</b>		X	
<b>Petitcodiac</b>		X	
<b>Quispamsis</b>	X	X	
<b>Rexton</b>		X	
<b>Richibucto</b>	X	X	Ground Rent Payments
<b>Riverside-Albert</b>	X	X	
<b>Riverview</b>	X	X	
<b>St. Andrews</b>	X	X	
<b>Saint John</b>	X	X	
<b>Saint Léonard</b>	X	X	
<b>Saint-Quentin</b>	X	X	
<b>St. Stephen</b>	X	X	
<b>Salisbury</b>	X	X	
<b>Shediac</b>	X		

<b>Greater Shediac Sewer Commission</b>		X	
<b>Sussex</b>	X	X	
<b>Tide Head</b>	X	X	
<b>Tracadie-Sheila</b>	X	X	
<b>Woodstock</b>	X	X	

**Provide Applications**

List of applications – click [here](#)

**WorkSafe NB**

**Accept Payments**

Employer Assessment Payments

**Miscellaneous**

Box Service for Payments

Pamphlets/Brochures on Selected Government Programs