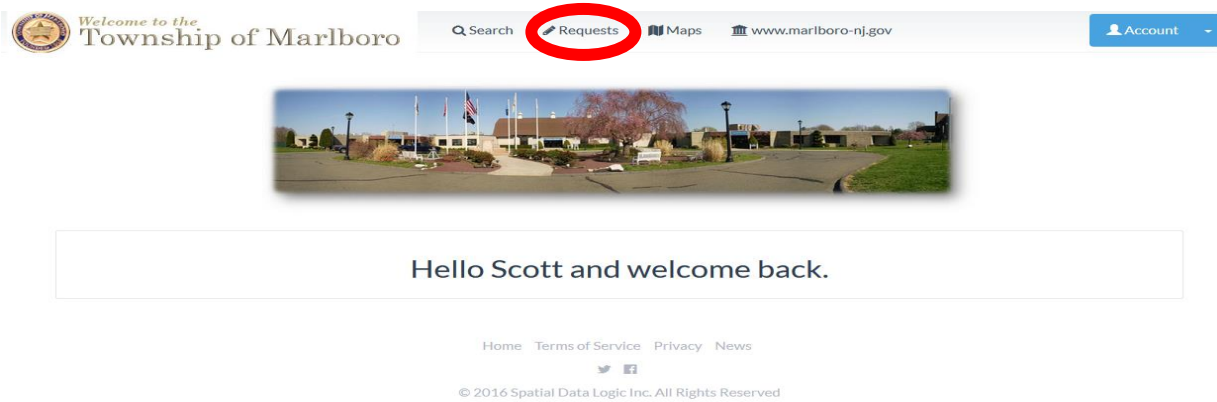
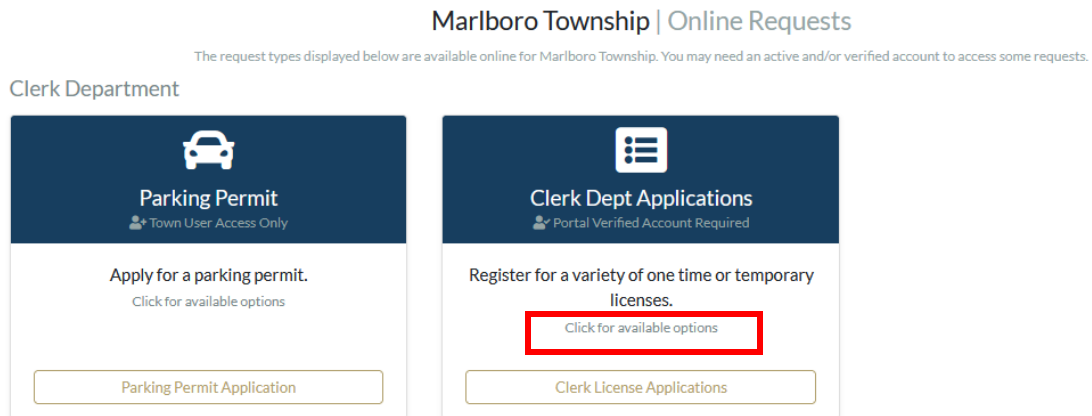


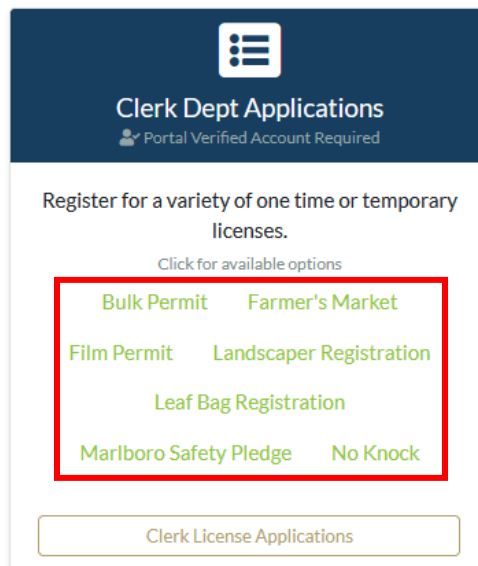
1) At the top of the page (<https://www.sdlportal.com/towns/nj/monmouth/marlborotwp>), choose Requests



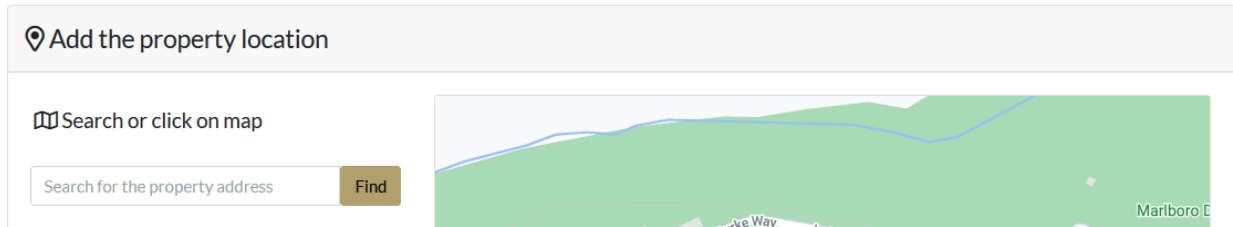
2) From the 'Requests' page, find the section for Clerk Department and in the Clerk Dept Applications section, hit the "Click for available options" button to see all available request types



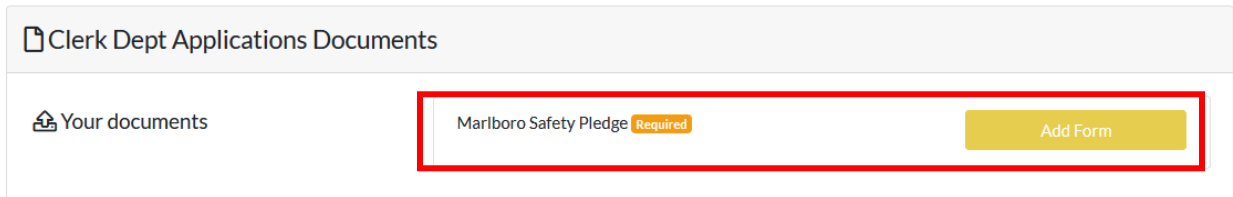
3) In the list of available options, select the type for the desired request to be made.



4) Continue filling out the information as indicated. Only an address is required. Applicant information further down in the page should be automatically populated with the information entered as a part of the Account profile that is currently being used to process the request.



5) Any required documents that need to be attached will be listed and marked as required as needed.



6) With all the above fields in the application form completed, to finalize and submit the application, hit the 'Submit Request' button. The button will change to show that the application has been submitted. A confirmation page can be printed and this request can be viewed from your Profile page as well.

