



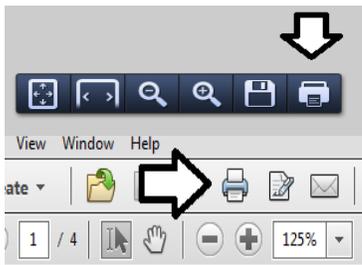
TOWNSHIP OF MORRIS

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General Instructions for Fillable Forms (Fillable PDF's)

Please note that a fillable form is not the same as electronic filing and it is not possible to electronically submit a form- *you must print it out after entering the information*. Either mail or hand in the form, especially if there is a fee or charge. If the form requires a signature, most agencies including the Township of Morris require the form with an original signature.

- Place your cursor in the field you want to fill in and click (utilize your tab key with switching fields). Enter your information.
- Once you have filled out the entire form and are ready to print, be sure to make note of how many copies you will need. Some forms must be submitted to more than one agency and it is recommended you print an additional copy for your records.
- Find your Web Browser's printing function (location of the printing function varies with each web browser). If you use Google Chrome drag your cursor to the bottom right, the print dialogue box will appear.



Take note: In situations where you need more room that provided for entering information into a field, you will have to attach your own supplemental information to the printed form. If you can't see what you've entered into a field in its entirety, that means it won't be visible when printed.