

Applying for a Permit to Carry a Handgun

The following instructions are the same for the initial and renewal applications.

1. Complete a State of New Jersey Application for Permit to Carry a Handgun, form S.P. 642 (Rev. 06/22) in **triplicate**. No copies can be made, all three forms must be filled out. You can type in the information on the online form (**preferred due to it being the most legible way to read information entered**) or use an ink pen (preferably blue ink but not required). The form is available at NJSP.org, under the "Services" tab, Forms to Download, Firearms Forms, and scroll down to the Permit to Carry section. **This form must have page 1 and page 2 (from the internet version listed above) printed on the same page (printed double sided) as listed on the bottom of page 1 in red.** All (3) three forms need to be notarized (Out of state notary is acceptable with the ink stamp, and expiration date of the notary). All references must have known the applicant for a minimum of three (3) years prior to the date of the application and be non-family members. The municipal code block on the front of this form is "1709".
2. Complete the Consent for Mental Health Search, form SP-66 (Rev. 07/19). It's on the same NJSP.ORG page as the permit to carry form but at the bottom of the page.
3. Submit four color passport size photographs with your application package. (Size 1.5 X 1.5 inches).
4. Proof of identification and citizenship (copies of the applicant's driver's license and birth certificate **OR** copies of applicant's Driver's license and passport **OR** copies of applicant's Driver's license and naturalization paperwork/green card)
5. Written proof of ownership of the handgun(s) you intend on carrying. Ownership can be a purchase receipt or permit to purchase or a notarized letter of ownership listing the make model and serial number of the handgun(s).
6. Letter of proficiency - This letter **MUST** include the following:
 - Letterhead with the name of the Certified Firearm Instructor and their certification number.
 - Date Tested (must have been within six months of application). Type of weapon used for the qualification, serial number, make, model, and caliber. Number of rounds fired and score with the handgun you are attempting to carry.
7. Fingerprinting: All applicants must be fingerprinted for initial and renewal applications. Applicants can visit the Identogo website (<https://uenroll.identogo.com/>) to schedule an appointment to be fingerprinted. When scheduling, the applicant must provide a fingerprint service code (2F164B), the investigating agencies ORI# (NJSP Woodstown's ORI is NJNSP3200), and a Contributors Case Number (use the first letter in your First Name, last name, month, day, and year. Example: Joe Doe goes on the Identogo site to schedule fingerprints on Jan 8, 2022. The Contributor Case Number will be JDoe010822.) **The completed application must be received within ninety (90) days of being fingerprinted.** Make sure all your paperwork is in order and schedule your fingerprints so that your results are not expired when you drop off all your paperwork. For example, if you are fingerprinted on July 4th, you should schedule an appointment via the email NJSPWOODSTOWNFIREARMS@NJSP.ORG on July 5th to drop off all your completed paperwork because your fingerprints have been completed at one of the Identogo in person sites. Bring in a copy of your receipt confirming you were fingerprinted so that

it can be included in your application (A receipt clarifies any issues that may arise with Identogo).

8. A money order in the amount of \$50.00 payable to; “Treasurer, State of New Jersey”

9. All armored car guard applications shall be submitted to the appropriate New Jersey State Police Barracks. All others (non-Armored car guards) shall be submitted to the law enforcement agency where the applicant resides. If your town is covered is covered by a State Police barracks on a **full-time basis, submit to that barracks. All out of state applicants must submit to the closest New Jersey State Police Barracks (not to include New Jersey State Police Barracks located on toll roads) to where they are **geographically** located.**

- Residents that have a local police department, in New Jersey, must apply there. NJSP Woodstown Station covers the firearm applications for Alloway, Elmer, Mannington, Oldmans, Pilesgrove, Quinton, and Upper Pittsgrove. Confirm you live in one of the above townships before applying or else your application will be canceled, and the fees will not be refundable. The only other applications allowed are applicants that live outside of the State of New Jersey as listed above. **All out of state applicants must submit to the closest New Jersey State Police Barracks (not to include New Jersey State Police Barracks located on toll roads) to where they are geographically located.**
- The required written Firearms Qualification, in accordance with N.J.A.C. 13:54-2.4(b), can be obtained at most firearm ranges throughout the State. A list is also available on our website www.njsp.org > public information > firearms information > new jersey shooting ranges for RPO qualifications.
- All Permit to Carry applications are still subject to thorough background checks, to ensure that the applicant is not subject to any of the disabilities set forth in 2C:58-3(c)(1-11).
- **A New Jersey Permit to Carry is valid for two (2) years from the time of approval. After that expiration you must reapply repeating all the listed steps on this application including being fingerprinted each time.**
- If you make a mistake on the forms above, do not white it out or cross it out. Print out an additional form without any mistakes.
- If any of the above instructions are not complete or incorrect, the application will be returned, and you will have to re-apply.
- The falsification of information on any of the application is a violation of N.J.S. 2C:39-10C and is a crime of the 3rd Degree. Any Falsification may result in criminal charges against you.
- For all questions EMAIL: NJSPWOODSTOWNFIREARMS@NJSP.ORG

- **When you have all the above steps completed, email us to set up an appointment to drop off your paperwork to the firearms coordinator. The paperwork will only be reviewed by the firearms coordinator and an appointment is necessary**