



PERMIT TO CARRY **APPLICATION INSTRUCTIONS**

WHAT YOU NEED TO KNOW....

1. Applications will be accepted **BY APPOINTMENT ONLY**
2. You must be a New Jersey Firearms ID Card Holder.
3. The instructions are the same, whether this is an Initial Application or a Renewal Application.
4. This is a paper Application and you **MUST APPLY IN PERSON (BY APPOINTMENT ONLY)**
5. All armored car guard applications shall be submitted to the appropriate New Jersey State Police Barracks
6. All other (non-armored car guards) shall be submitted to the Law Enforcement Agency where the applicant resides. If your town of residence is covered by a New Jersey State Police barracks on a full-time basis, please submit your application to that barracks.
7. All Applicants must be fingerprinted for initial or renewal applications. Applicants can visit Identogo <https://uenroll.identogo.com/> to schedule an appointment.
 - A. When scheduling your appointment, use Service Code: **2F164B**
 - B. Use ORI#: **NJ0030500** for Burlington City
 - C. For Contributor's case number – **use applicants last name, month, day and year of birth (example: Smith01011990 = Smith January 1, 1990)**
8. A consent for Mental Health Search Form (S.P. 066) will be provided at your appointment to turn in the application. This form must be signed in the presence of a police representative.
9. When you have all of your documents/requested items together please contact Renee at 609-386-0262 ext. 251 or via email at rdelapena@burlingtonnj.us to SCHEDULE YOUR APPOINTMENT.

AT THE TIME OF APPLICATION APPOINTMENT
YOU MUST PROVIDE THE FOLLOWING

- Driver's License and Birth Certificate **OR** Drivers License and Passport **OR** Driver's License and Naturalization Paperwork/Green card
- Three **(3)** State of New Jersey Applications – **ORIGINAL COPIES** for Permit to Carry a Handgun (form S.P. 642 <https://nj.gov/njsp/firearms/pdf/sp-642.pdf> – **MUST BE DOUBLE SIDED AND NOTARIZED**)
- Four **(4)** color passport size photographs (2"x2")
- Written proof of ownership:
 - A. Proof of ownership can be a purchase receipt or purchase permit **OR** a notarized letter of ownership listing the make, model and serial number of the handgun(s).
- Written proof of qualification with the handgun(s) you intend on carrying:
 - A. Written qualification must be within six (6) months of application and must include: Instructor's name, Certification Number, Make, Model, Caliber and serial number of the handgun(s) you intend to carry. The required written Firearms Qualification, in accordance with N.J.AC. 13:54-2.4(B), can be obtained at most Firearms Ranges throughout the State. A list is also available at <https://www.nj.gov/njsp/firearms/shooting-ranges.shtml>
- Money order in the amount of \$50.00 payable to "Treasurer, State of New Jersey".
- IdentoGO Receipt from Fingerprinting:
 - A. Fingerprints must be completed and results received within ninety (90) days of your Application appointment.

****IF ANY OF THE INFORMATION ABOVE IS MISSING, INCOMPLETE OR INCORRECT THE APPLICATION WILL BE RETURNED AND YOU WILL HAVE TO RE-APPLY****