



APPLICATION INSTRUCTIONS **PERMIT TO CARRY A HANDGUN**

Applying for a Permit to Carry a Handgun: The following instructions are the same for the Initial and Renewal application.

YOU MUST APPLY IN PERSON. This is a paper application process.

Applications will be accepted by appointment only

PLEASE PROVIDE THE FOLLOWING AT TIME OF APPLICATION:

1. Driver's License and Birth Certificate **OR** Driver's License and Passport **OR** Driver's License and Naturalization Paperwork/Green Card
2. One (1) State of New Jersey Application-**ORIGINAL COPY** for Permit to Carry a Handgun, form S.P.642. **MUST BE DOUBLE SIDED AND NOTARIZED.**
3. Two (2) color passport size photographs.
4. Consent for Mental Health Search, form S.P.066. (***This form will be provided when you come to turn in your application, must be signed in the presence of the records clerk.***)
5. Submit proof of qualification with a certified firearms instructor along with firearms instructor's proof of certification.
 - a. Written qualification must be **within six (6) months** of application. THE REQUIRED WRITTEN FIREARMS QUALIFICATION, IN ACCORDANCE WITH N.J.A.C. 13:54-2.4(B), CAN BE OBTAINED AT MOST FIREARM RANGES THROUGH OUT THE STATE. A LIST IS ALSO AVAILABLE ON THE NJSP WEBSITE > PUBLIC INFORMATION > FIREARMS INFORMATION > NEW JERSEY SHOOTING RANGES FOR RPO QUALIFICATION **
6. Two (2) Money Orders (**MUST be separate**) in the amounts of **\$50.00** payable to "New Jersey State Police" and **\$150.00** payable to "The City of Burlington."
7. All applicants MUST have four (4) references. References shall **NOT** be related by blood (family) or law (marriage or civil union), and you must have known the reference for a minimum of at least three (3) years.

**** IF ANY OF THE PRECEDING IS NOT COMPLETE OR INCORRECT THE APPLICATION WILL BE RETURNED AND YOU WILL HAVE TO RE-APPLY. ****

8. All applicants must be fingerprinted for initial or renewal applications. Applicants can visit the Identogo website (<https://uenroll.identogo.com/>) to schedule an appointment.
 - a. When scheduling an appointment, use Service Code: 2F164B.
 - b. Use ORI# NJ0030500 for Burlington City.
 - c. For the Contributors Case Number (use applicants last name, month, day, and year of date of birth: 01011990. (Example: Smith01011990)

Fingerprints must be COMPLETED prior to dropping off the finished application. (Bring receipt from Identogo with application to confirm)

Fingerprints results MUST BE received within 90 days of application.

*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 of residence is covered by a State Police barracks on a full-time basis, submit to that barracks.

**** A NEW JERSEY PERMIT TO CARRY IS VALID FOR TWO (2) YEARS FROM TIME OF APPROVAL. ****

<https://nj.gov/njsp/firearms/pdf/sp-642.pdf>

All questions regarding the application process and scheduling of appointments shall be made by E-mail or Phone Call and directed to Renee dela Pena in the Records Department - rdelapena@burlingtonnj.us / 609-386-0262 ext. 251.

What to Expect during the Application Process & Answers to FAQ's?

1. The application must be approved or denied within 60 days of filing. The 60 days will start after the police department has received all documents related to the application. If the application is not approved or denied within 60 days of filing, it shall be deemed approved by the Chief or Superintendent unless the applicant agrees to an extension of time in writing.
2. If an application for a permit to carry a handgun is denied, per 2C:58-4e, the applicant may request a hearing in Superior Court, in the County which he/she is a resident. The request must be made in writing within 30 days of the denial. Copies of the request shall be served upon the Superintendent of the State Police, County Prosecutor and Chief of Police of the municipality in which he/she resides, if the applicant is a resident of New Jersey. Per New Jersey law, the hearing shall be held within 30 days of the receipt of the request.
3. If the superintendent or chief police officer approves an application and the Superior Court denies the application and refuses to issue a permit, the applicant may appeal such denial in accordance with law and the rules governing the courts of this State.

4. Revocation of permits. Any permit issued shall be void at such time as the holder thereof becomes subject to any of the disabilities set forth in section 2C:58-3c., and the holder of such a void permit shall immediately surrender the permit to the superintendent who shall give notice to the licensing authority.
 - a. Any permit may be revoked by the Superior Court, after hearing upon notice to the holder, if the court finds that the holder is no longer qualified for the issuance of such a permit. The county prosecutor of any county, the chief police officer of any municipality, the superintendent or any citizen may apply to the court at any time for the revocation of any permit issued pursuant to this section.
5. Any person who holds a valid permit to carry a handgun issued pursuant to 2C:58-4, shall be authorized to carry a handgun in all parts of this State, except as prohibited by section 2C:39-5e. One permit shall be sufficient for all handguns owned by the holder thereof, but the permit shall apply only to a handgun carried by the actual and legal holder of the permit.
6. All permits to carry handguns shall expire two (2) years from the date of issuance or, in the case of an employee of an armored car company, upon termination of his employment by the company occurring prior thereto whichever is earlier in time, and they may thereafter be renewed every two (2) years in the same manner and subject to the same conditions as in the case of original applications.

What are the main requirements to obtain a permit to carry a handgun under New Jersey law now that the “need” requirement is eliminated?

Under N.J.S. 2C:58-4d., a person must satisfy the Court that he/she is:

- a person of good character and not subject to the disabilities of N.J.S. 2C:58-3c.;
- thoroughly familiar with the use and safe handling of the handgun.

What is “good character” under New Jersey law?

Overall “good character” is an objective standard based on the disqualifications listed under N.J.S. 2C:58-3c. However, it could also be based on subjective standards, such as “in the interest of public health, safety or welfare” or merely for being named on the Federal Terrorist Watchlist. In any case, “good character” disqualifications may include any person who:

- has been convicted of a crime or a disorderly person’s offense involving an act of domestic violence;
- is drug dependent;
- has been confined for a mental disorder to a hospital or mental institution;
- is a habitual drunkard;
- suffers from a physical defect or disease which would make it unsafe to handle firearms;

- is an alcoholic;
- falsifies information on the application form;
- is under the age of 18;
- is a person where the issuance would not be in the interest of public health, safety, or welfare;
- is a person subject to a court order under the Domestic Violence Act prohibiting firearm possession;
- is a person who as a juvenile was adjudicated delinquent for an offense which, if committed by an adult, would constitute a crime and involved the unlawful use or possession of a weapon, explosive or destructive device or was one of the offenses enumerated under the No Early Release Act (NERA), which include murder, aggravated manslaughter, manslaughter, vehicular homicide, aggravated assault, disarming a law enforcement officer, kidnapping, aggravated sexual assault, sexual assault, robbery, carjacking, aggravated arson, burglary, extortion, booby traps in CDS manufacturing or distribution facilities, strict liability for drug induced deaths, terrorism, possessing chemical weapons, biological agents, or nuclear devices, and first degree racketeering;
- is a person whose firearm is seized pursuant to the "Prevention of Domestic Violence Act of 1991,"
- C.2C:25-17 et seq. and whose firearm has not been returned;
- is named on the consolidated Terrorist Watchlist maintained by the Terrorist Screening Center administered by the Federal Bureau of Investigation.
- any person who is subject to a court order prohibiting the custody, control, ownership, purchase, possession, or receipt of a firearm or ammunition issued pursuant to the "Extreme Risk Protective Order Act of 2018," P.L.2018, c.35 (C.2C:58-20 et al.).