



MERCHANTVILLE POLICE DEPARTMENT

**NOTE: FOR ID AND PISTOL PERMITS PLEASE
APPLY AT THE BELOW LISTED URL**

<https://nj.gov/njsp/firearms/fars.shtml>

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A PERMIT TO CARRY A HANDGUN

****ALL REQUIRED DOCUMENTS LISTED IN THESE INSTRUCTIONS ARE AVAILABLE IN PDF FORMAT
ON THE NJSP WEBSITE FIREARMS SECTION UNDER PUBLIC INFORMATION****

www.njsp.org

1. One State of New Jersey Application for Permit to Carry a Handgun, Form SP642. Must be double sided and notarized prior to dropping off your packet at the Police Department. Do not print single sided.
 - Have four (4) references endorse these forms. You must have known them for a minimum of three (3) years and cannot be a relative. You can print out the backside (page 2) of the application to add the 4th required reference. All references will receive a call from an Officer.
2. Complete the Consent for Mental Health Form, SP066, signature witnessed by a Police Department Clerk at the time application is submitted.

3. Written proof of ownership and qualification with the handgun(s) you intend on carrying.
 - a. Proof of ownership can be a purchase receipt or purchase permit or a notarized letter of ownership listing make, model, and serial number of handgun(s).
 - b. Written qualification must be within six (6) months of application and must include Instructors Name and Certification Number, make, model, caliber, and serial number of the handgun you intend to carry.
4. A Money Order: In the amount of \$50.00 payable to: "State of New Jersey - Treasurer".
A Money Order or Personal Check: In the amount of \$150.00 payable to: "Merchantville Police Department".
5. New Proof of fingerprinting from IdentoGO for Firearms. This is required for every Conceal Carry application, whether initial or renewal. Fingerprints for Firearms completed within 6 months of submission of your Conceal Carry Application will be accepted, and you will not be required to be fingerprinted again. This must have been within 6 months of submission of your application!!

Please be sure to bring the following with you when turning in your completed application packet:

1. Driver's License and one of the following: Birth Certificate, US Passport, or Naturalization Paperwork/Green Card
2. A Money Order in the amount of \$50.00 payable to: "Treasurer, State of New Jersey".
3. A Money Order in the amount of \$150.00 payable to: "Merchantville Police Department".
4. Two (2) color passport size photographs.
5. Fingerprint confirmation from IdentoGo (if you haven't been fingerprinted within 6 months).
*Instructions for fingerprinting are available on the next page.
6. Your qualification(s) from a certified Instructor.

Once we receive your completed packet, and fingerprint response, a thorough background check will be completed by this Department. An Officer from Merchantville Police will contact you, and each of your four references, for a phone interview. These interviews are mandatory, and your application will not be approved until they are completed.

**** ALL APPLICANTS (INITIAL AND RENEWAL UNLESS FINGERPRINTED FOR FIREARMS WITHIN THE PAST 6 MONTHS) FOR PERMIT TO CARRY A HANDGUN MUST BE FINGERPRINTED AT AN IDENTOGO FACILITY. SEE BELOW FOR INSTRUCTIONS ON HOW TO SCHEDULE YOUR APPOINTMENT.**

****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 THE STATE POLICE WEBSITE, WWW.NJSP.ORG > PUBLIC INFORMATION > FIREARMS INFORMATION > NEW JERSEY SHOOTING RANGES FOR QUALIFICATION.**

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

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

FINGERPRINTING INFORMATION

INFORMATION NEEDED FOR SETTING UP YOUR FINGERPRINT APPOINTMENT WITH IDENTOGO:

From the homepage, select “Get Fingerprinted” and select New Jersey from the drop-down list.

1. Select “Digital Fingerprinting” to proceed to the proper appointment
2. Enter Service Code **2f164b**
3. Schedule or Manage Appointment
4. Our ORI Originating Agency Number is **NJ0042400**
5. You will also need a **Contributor’s Case number** which must be **obtained by the Police Department**. You cannot proceed without this number and one assigned by the Police Department is the only number which will be accepted.

****Questions and additional information regarding the process may be obtained by calling the secretary’s office at 856-662-0507 or by scheduling an appointment with the firearms investigation unit at the Police Department in person.**