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CHIEF

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LONG VALLEY, MORRIS COUNTY, NEW JERSEY 07853



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INSTRUCTIONS FOR FIREARMS APPLICANTS

In order to expedite your firearms application processing, Washington Township Police Department asks that you follow the instructions outlined below:

Application for Firearms Purchaser I.D. Card

- 1) Complete and submit a "Firearms Purchaser I.D. Card Application". Check the appropriate box at top of application. Complete the application in its entirety. Answer all questions fully and provide **accurate e-mail addresses for each reference.** If an e-mail address is not available provide a complete mailing address with zip codes for each reference. Do not use a relative as a reference.
- 2) Submit \$5.00, in a check made payable to "Washington Township Police Department" or cash.
- 3) Complete and submit the "Consent for Mental Health Records Search Form".
- 4) Fingerprinting-**Patrol Officer will provide Form No. NJAPS2, Version 3.0 and instructions. (Please return Form No. NJAPS2, Version 3.0 to Washington Township Police Department after being fingerprinting at Sagem Morpho. Keep a copy for your records.)**
- 5) Application for a "Permit to Purchase a Handgun" and "Application for Duplicate Firearms Identification Card" may be made using the same application. (see below for fees)

Application for Permit to Purchase Handgun

You must have a Firearms Purchaser I.D. Card registered in Washington Township to purchase a handgun.

- 1) Complete and submit a "Permit to Purchase a Handgun" application, and a "Consent for Mental Health Records Search Form". Check the appropriate box for a "Permit to Purchase a Handgun" at the top of the application. Enter the number of permits to purchase a handgun requested in the upper right portion of the application.
- 2) For each handgun permit requested, submit \$2.00 in a check made payable to "Washington Township Police Department" or cash.
- 3) Complete, sign and submit a "Request for Criminal History Record Information for a Noncriminal Purpose" NJ State Police **yellow** form SBI 212A (**must be obtained from Washington Township Police Department**) and a *Certified Check, Money Order, or Cashier's Check made payable to "Division of State Police - SBI" in the amount of \$18.00. ***(not needed if applying for Firearms Identification Card and/or Permit to Purchase a Handgun at the same time)**
- 4) If you are also applying for a Firearms Purchaser I.D. Card, follow Steps 1 through 5 under "Application for Firearms ID. Card", above.

Application for Duplicate I.D. Card (because of change of address, lost or stolen card, etc.)

- 1) Complete and submit the Application for a Duplicate Firearms Purchaser Identification Card.
- 2) If you possess the old Firearms Purchaser I.D. Card, submit the card with the application.
- 3) Complete, sign and submit a "Request for Criminal History Record Information for a Noncriminal Purpose" NJ State Police **yellow** form SBI 212A (**must be obtained from Washington Township Police Department**).
- 4) Submit a Certified Check, Money Order, or Cashier's Check made payable to "Division of State Police – SBI" in the amount of \$18.00
- 5) Complete and submit "Consent for Mental Health Records Search."

After the processing for the permit is completed, we will notify you whether your application was approved or denied. If the permit(s) were approved, you may pick your Firearms I.D. Card or Permit(s) at Washington Township Police Headquarters.

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ONE EAST SPRINGTOWN ROAD – LONG VALLEY, NJ 07853