



---

---

## **FIREARMS ID CARD/PURCHASE PERMITS**

### **INSTRUCTIONS FOR APPLICANTS**

#### **Fingerprinting is conducted by *IdentoGo***

---

---

#### **All Applications Must Be Complete & Legible or They WILL NOT Be Processed**

In order to expedite your firearms application processing, the Nutley Police Department asks that you follow the instructions outlined below. All the forms are available on the New Jersey State Police web page and are fillable pdf's. The forms will require Adobe Acrobat Reader to view (available free online at [www.Adobe.com/Reader](http://www.Adobe.com/Reader)) and can be completed and printed online, but cannot be saved with completed information. <http://www.njsp.org/firearms/forms.shtml>

#### **FOR: INITIAL FIREARMS IDENTIFICATION CARD**

#### **(Applicant has never obtained a New Jersey Firearms I.D. card)**

1. Complete and submit a **(Form STS-33)** [Firearms Purchaser I.D. Card Application](#). Check the appropriate box at the top left of the application (Initial). Complete the application in its entirety (Including box 10). Leave no boxes blank. Answer all questions fully and provide complete mailing addresses with zip codes and telephone numbers for those individuals listed as references (Do not use relatives). Sign and date box# 30.
2. Complete and submit 3 copies of the [Consent For Mental Health Records Search \(SP-66\)](#). You must indicate all addresses for the previous 10 years. If you've lived at more than three addresses within ten years, use additional forms and submit three (3) copies of each form. We will witness your signature here.
3. If your application packet is submitted in person to the Firearms Unit you will be provided an IdentoGo (NJ Universal Fingerprint Form) and instructions to have your fingerprints taken. If your packet was dropped off, you will receive this form and instructions either via email or conventional mail once your packet has been reviewed and determined to be accurate and complete.
4. Fingerprinting will be conducted by IdentoGo. Application processing will not continue until your fingerprints are completed by IdentoGo.
5. After being fingerprinted, you must email the **PCN**, located in the lower right-hand corner to [gformato@nutleypd.com](mailto:gformato@nutleypd.com) as soon as possible. In the event the fingerprint technician did not enter the **PCN** on the form, it will also be located on the receipt. **\*\*DO NOT COMPLETE THE ONLINE CRIMINAL HISTORY CHECK\*\***

6. Application for a permit to purchase a handgun may be made at the same time, using the same application (Upper right corner of form).

7. Identification: You will be required to provide photocopies of government issued ID, such as your driver's license **AND** one of the following:

Birth Certificate, Passport, or Naturalization Papers.

### **Application for Permit to Purchase a Handgun (Applicant has valid NJ Firearms ID card)**

#### **You MUST be 21 years of age to purchase a handgun**

1. Complete and submit a (**Form STS-33**) [Application to Purchase a Handgun](#). Check the appropriate box at the top right of the application. Complete the application in its entirety (Including box 10). Leave no boxes blank. Answer all questions fully and provide complete mailing addresses with zip codes and telephone numbers for those individuals listed as references (Do not use relatives). Sign and date box# 30.

2. Complete and submit 3 copies of the [Consent For Mental Health Records Search \(SP-66\)](#). You must indicate all addresses for the previous 10 years. If you've lived at more than three addresses within ten years, use additional forms and submit three (3) copies of each form. We will witness your signature here.

#### **3. ONLINE CRIMINAL HISTORY CHECK**

If your application is submitted in person to the Firearms Unit you will be provided with instructions to complete the ONLINE CRIMINAL HISTORY CHECK (212A). If your packet was dropped off, you will receive these instructions either via email or conventional mail once your packet has been reviewed and determined to be accurate and complete.

4. Identification: You will be required to provide photocopies of government issued ID, such as your driver's license, your **valid NJ Firearms ID card AND** one of the following:

Birth Certificate, Passport, or Naturalization Papers.

5. Applicants may apply for multiple permits, however, as per state law, you may only purchase one handgun per 30-day period. Permits expire in 90 days and may be extended one time, for an additional 90 days.

#### **FOR CHANGE OF ADDRESS, LOST OR STOLEN CARD OR NAME CHANGE**

1. Complete and submit a (**Form STS-33**) [Firearms Purchaser I.D. Card Application](#). Check the appropriate box at the top left of the application. Complete the application in its entirety (Including box 10). Leave no boxes blank. Answer all questions fully and provide complete mailing addresses with zip

codes and telephone numbers for those individuals listed as references (Do not use relatives). Sign and date box# 30.

2. Complete and submit 3 copies of the [Consent For Mental Health Records Search \(SP-66\)](#). You must indicate all addresses for the previous 10 years. If you've lived at more than three addresses within ten years, use additional forms and submit three (3) copies of each form. We will witness your signature here.

### 3. ONLINE CRIMINAL HISTORY CHECK

If your application is submitted, in person, to the Firearms Unit you will be provided with instructions to complete the ONLINE CRIMINAL HISTORY CHECK (212A). If your packet was dropped off, you will receive these instructions either via email or conventional mail once your packet has been reviewed and determined to be accurate and complete.

4. Identification: You will be required to provide photocopies of government issued photo ID, such as your driver's license, your **valid NJ Firearms ID card AND** one of the following:

Birth Certificate, Passport, or Naturalization Papers.

**Fees: Collected at time of delivery**

**Personal check or Money Order made payable to: "Township of Nutley"**

**Firearms ID Card - \$5.00 (No fee for Change of Address, Last or Stolen or Name Change)**

**Handgun Permits - \$2.00 each**