

PROCESSING PROCEDURE OF N.J. FIREARMS I.D. CARDS AND PISTOL PERMIT APPLICATIONS

If you're interested in obtaining a Firearms ID Card or a Handgun Purchase Permit then please complete the *Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit (STS-33)* (<http://monroetownshipnj.org/wp-content/uploads/2011/06/Firearms-ID-Application.pdf>) Form as well as the *Consent for Mental Health Records Search Form* (www.njsp.org/info/pdf/firearms/sp-066.pdf)

The Voluntary Form of Firearms Registration (www.njsp.org/info/pdf/firearms/sp-650.pdf) form may only be utilized to voluntarily register firearms you own that may be lawfully possessed in New Jersey that were previously acquired under any one of the following circumstances:

1. *Inherited pursuant to N.J.S.A. 2C:58-3j;*
2. *Lawfully acquired in another state pursuant to state and federal laws; or*
3. *Lawfully acquired in New Jersey pursuant to N.J.S.A. 2C:58-3a and N.J.S.A. 2C:58-3b.*

Please note that three (3) copies of this form is needed. One for your records, one for the Monroe Township Police Department and one for the New Jersey State Police.

Important Notice: As of January 01,2001 - NJSA C 2C:58 requires that all applicants for Permit to Purchase Handgun(s) to be 21 years of age or older.

NEW CARD:

1. Applicant must complete the Firearm Application for Police Department for processing

Applicant must present two acceptable forms of ID to be copied and submitted with application;

2. Applicant must be fingerprinted by "MorphoTrak" For appointment call : 1-877-503-5981 or online @ www.bioapplicant.com/nj

Information for Fees for this service is noted on the MorphoTrak Processing Sheet. Further info can be obtained on MorphoTrak website or calling 1-877-503-5981

3. A \$5.00 fee, either cash or check, payable to MONROE TOWNSHIP POLICE DEPARTMENT. (This fee can be paid at time of application on when picking up card)
4. Mental Consent: Applicant is to complete, sign and date.

DUPLICATE CARD:

A. Definition:

1. To replace Stolen / Lost / mutilated I.D. Card
2. Change of address / name I.D. Card

B. Procedure: ** NEW ONLINE METHOD AVAILABLE TO APPLICANTS 12/2013**

1. Applicant is to complete Request For Duplicate Firearms Purchaser ID Card form
2. **Applicants Firearms ID Card is less than 10 years old:**
 - a) Name Check (State): applicant fills out 212A Form accompanied by a Money Order or

Certified Check for **\$18.00** payable to “**NJ STATE POLICE -DIVISION OF SBI**”

****ON LINE METHOD, APPLICANT RECEIVES 212A INSTRUCTIONS SHEET****

- b) Mental Consent form is to be completed. Applicant is to sign and date: “Signature of Applicant”.
 - c) You must have at least two forms of identification. One form must be a valid New Jersey Driver's License.
 - d) A \$5.00 fee, cash or check payable to Monroe Township Police Department.
3. **Applicant's Firearms ID Card is more than 10 years old:**
 - a) Applicant must refer to NEW CARD INSTRUCTIONS and Mental Consent Form to be completed.
 - b) You must have at least two forms of identification. One form must be a valid New Jersey Driver's License.
 - c) A \$5.00 fee, cash or check payable to Monroe Township Police Department.

PISTOL PERMIT:

**** NEW ONLINE METHOD AVAILABLE TO APPLICANTS 12/2013****

1. Applicant to complete STS-33 Form (Application to Purchase A Handgun)
2. Applicant to complete 212A Form **** if going to MorphoTrak for ID Card – the \$18.00 fee in not needed...However** for just the Pistol Permit then the applicant must submit a Money Order or Certified Check for **\$18.00** payable to “**NJ STATE**”

POLICE -DIVISION OF SBI", Applicant is to sign and date "Signature of Applicant"

****ON LINE METHOD, APPLICANT RECEIVES 212A INSTRUCTIONS SHEET****

3. Applicant is to sign and date and complete a Mental Health Form
4. You must have at least two forms of identification. One form must be a valid New Jersey Driver's License
5. Upon approval of the Pistol Permit, there is a \$2.00 fee for "each" permit

Note:

1. Application for Firearms Permits may be obtained at the Monroe Township Police Department or downloaded from this website.
2. Once you have completed (DO NOT SIGN OR DATE) all the necessary documents, you may drop the paperwork off to the Monroe Township Police Department Records Bureau Monday - Friday from 8:00 am to 4:00pm (except holidays).
3. You must appear in person with your application. You must have at least two forms of identification. One form must be a valid New Jersey Driver's License.
4. All notifications are made by mail. Please DO NOT call the Monroe Township Police Department, as the processing of your application may take up to several months. Once you are notified, documents may only be picked up at the Monroe Township Police Department Records Bureau Monday - Friday from 8:00 am to 4:00pm (except holidays).
5. Questions regarding the firearms application may be referred to the Monroe Township Police Department Detective Gregory Wolfe at 856-728-9800 x239.

FIREARMS APPLICANT FEE SCHEDULE:

- **Application for Firearms Purchaser Identification Card STS-33:** Cash/check or money order payable to: Township of Monroe in the amount of \$5.00.
- **Application to Purchase a Handgun/STS-33:** Cash/check or money order payable to: Township of Monroe in the amount of \$2.00 per handgun permit you are applying for.
- **Application for a Duplicate Firearms Purchaser Identification Card/STS-3:** There is no fee for a Duplicate Firearms Purchaser Identification Card.

- **Application for a Permit to Carry a Handgun/SP-642** (This form can be downloaded from the New Jersey State Police website): A money order payable to: State of New Jersey for \$20.00.
- **Request for Criminal History Record Information for a Non-Criminal Justice Purpose/SBI 212A**: A money order only payable to: Division of State Police, SBI for \$18.00