

## Applying for a Permit to Carry a Handgun

1. You must apply online at the NJ State Police Website, <https://www.njportal.com/NJSP/ConcealedCarry/>
2. You will be required to provide and/or upload the following:
  - a. SBI Number (provide)
  - b. Upload of recent 2 x 2 passport style photograph (on a light background including head and shoulders) no hats or sunglasses. (upload) **Do Not take a picture of your drivers license or passport photo and upload that.**
  - c. One (1) training record completed no more than 6 months from your application date, showing your instructor name, and qualification date on C-Care Protocol in Use of Force along with a copy of your instructor's certification certificate. (upload)
  - d. Personal Information: including Social Security Number and Driver's License Number (provide)
  - e. Background Questions (please indicate yes to **any** arrests that were indicatable even though dismissed or downgraded or any non-indictable that you pled guilty to), all arrests (including juvenile) unless expunged through the proper channels will show on your criminal history. (provide)
  - f. Contact Information for four (4) non-family related references that you have known for 3 or more years. (**not related by blood or marriage**) (upload)
  - g. Information on handguns to be carried (make, model and serial numbers that are registered to you in NJ) (provide)
  - h. Pay a fee to the NJ State Police of \$68.00.
3. Within a few days of receiving your application, **we will call you** to ask that you bring in the following documents:

- a. NJ Driver's License or Current U.S. Passport.
  - b. Payment of \$150.00. You can pay cash or money order only. We do not accept debit or credit cards.
4. Once we have all the documents needed we will begin processing your application through the background check.
- A New Jersey permit to carry is valid for two (2) years from the time of approval.
  - We have 90 days to process your application after we received all documents and fees.
  - If any of the needed documentation or payments are not completed/ received by us within 90 days of your application date or something is unchangeable by us or your application is incorrect, your application will be withdrawn from the system and no refunds will be issued. You will be required to re-apply.
  - We can correct references and email addresses on your application before they respond.
  - It is solely **the responsibility of the card holder** to keep up with all the case law changes and new requirements as they occur. It is not the responsibility of the police department to notify Concealed Carry Cardholders of changes and deadlines that need to be met.
  - If you have any questions before or during the process, please feel free to call Denise Luby, 856-728-9800 x 275. Monday – Thursday 7:00 am – 4:45pm.

3/4/24