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## **FIREARMS APPLICANT PROCEDURE**

### **All Applicants:**

- 1). Type or Print all information clearly, on all forms.
- 2). All addresses must be complete with house number, street, town, state, and zip code and PO Box (If applicable).
- 3). All forms must be signed and dated in the presence of a High Bridge Police Officer.
- 4). If you are applying for a Handgun Purchase Permit, there is no limit on the quantity of permits you may apply for.

NOTE: Only properly completed applications will be accepted and processed.

***\*The falsification of information on any of the applications for firearms permits is a violation of N.J.S. 2C:39-10c and is a crime of the third degree. Any falsification may result in criminal charges against you.\****

### **First time applicants for a Firearms Purchaser Identification Card and/or Handgun Purchase Permit:**

- 1). All first time applicants MUST be fingerprinted. The fingerprint process will be completed by IndentoGo (Morpho Trust). This information and appointment form will be provided upon the submission of your properly completed firearms application.
- 2). Complete the Consent for Mental Health Records Search, form S.P. 66 (Rev. 01/15)
- 3). Complete a State of New Jersey Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit, Form STS-033 (Rev. 09/09).
- 4). References should not be relatives, and addresses must be complete, for mailing purposes.

**Subsequent applicants for additional permits to purchase a handgun or duplicate firearms purchaser cards:**

- 1). A Criminal History Records Check must be conducted on all subsequent applications.
- 2). As of April 2014, the State Bureau of Identification (SBI) has mandated that **all State Police Applicants** 212A forms must be completed electronically. SBI will no longer accept the yellow 212A paper form for a Duplicate Firearms Purchaser Identification Card and Handgun Purchase Permits.

**212A Online Application Instructions:**

- The originating Agency Identification Number is: ORI number **NJ0101400**
  - Log on to <https://www.njportal.com/njsp/criminalrecords/> and click on the ONLINE FORM 212A, a highlighted block located on the lower left side of the page.
  - Follow the prompts for demographic and payment information.
  - Upon completion of the form you will receive an email Confirmation & Receipt that will include a confirmation number.
  - At this time the request will be forwarded to the High Bridge Borough Police Department's work queue for approval and submission to the New Jersey State Police for processing.
  - More detailed information can be found by clicking on the HELP TAB, located on the top right side of the page.
- 3). Additional purchase permit applicants must fill out the State of New Jersey Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit, Form STS-033 (Rev. 09/09).
  - 4). Applicants for a Firearms Purchaser Identification Card duplicate card, i.e., mutilated, lost or stolen, change of address, name and/or sex, must complete form STS-033 as noted above.
  - 5). All applicants must complete the Consent for Mental Health Search , form SP-66 (Rev. 01/15)
  - 6). Current issued Firearms Purchaser Identification Card shall be surrendered at the time of submission of new application.

**Fees:**

- 1). Firearms ID Card - \$5.00 – **Initial Only**, no fee for a duplicate cards.
- 2). Permit to Purchase a Handgun - \$2.00 each.  
(These fees may be paid by cash, check, or money order made payable to the Borough of High Bridge.) If you are applying for a Handgun Purchase Permit, there is no limit on the quantity of permits you may apply for.

- 3). Criminal History check – fee is \$20.00 – Only required after you have been initially fingerprinted. I.E. – Duplicate Firearms ID Cards, Permit to Purchase a Handgun. ***This is paid using the online application.***
- 4). IndentoGo (Morpho Trust) – Information includes appointments and fees will be provided upon submission of a correctly completed application.

**Applying for a Permit to Carry a Handgun (The following instructions are the same for the initial and renewal application):**

- 1). Complete a State of New Jersey Application for Permit to Carry a Handgun, form S.P. 642 (Rev. 03/15) in triplicate. All references must know the applicant a minimum of three years prior to the date of the application.
- 2). All original copies just be notarized.
- 3). Submit four color passport size photographs with your application package.
- 4). Complete the Consent for Mental Health Search, form SP-66 (Rev. 01/15).
- 5). Submit in writing a justifiable reason / need for the issuance of a permit to carry a handgun. This must be detailed. Armored car guards shall obtain this from the C.E.O. of the company they are employed by. This shall also be notarized.
- 6). Written proof of qualification with the handgun(s) you intend on carrying if your application is approved. This must be recent at the time of the application and must also be obtained from a certified firearms instructor.
- 7). A money order in the amount of \$50.00 payable to, “Treasurer – State of New Jersey.”
- 8). All armored car guard applications shall be submitted to the appropriate New Jersey State Police Barracks. All others (Non-Armored car guards) shall be submitted to the *High Bridge Borough Police Department*.

***\*If you require further assistance, contact Police Headquarters(908) 638-6500 and request to speak with the Firearms Unit.***