**APPLYING FOR A PERMIT TO CARRY A HANDGUN**

 **The following instructions are the same for both initial and renewal applications.**

 **These instructions are based on the current existing instructions provided by the NJ State Police on their website. Should those instructions subsequently change, then the instructions provided below will no longer be valid and the instructions provided by the NJ State Police on their website will take precedence until such time as we are able to correct our instructions on this website to conform to any updated instructions issued by the NJ State Police.**

1. **YOU MUST APPLY IN PERSON**

**Out of State Resident – apply at non-toll road State Police Barracks closest to your residence.**

**In State Resident – apply to your local police department (State Police patrolled areas apply to local barracks)**

* **PLEASE CALL YOUR LOCAL POLICE DEPARTMENT OR STATE POLICE BARRACKS PRIOR TO APPLYING- DO NOT JUST SHOW UP.**
1. **Applicants must email Hazlet Police Firearms Investigators at** **Firearms@HazletPD.org** **to schedule a time to submit application. This email address is checked on a regular basis while Firearms Investigators are on duty.**

**Applicants must be residents of Hazlet Township at time of application.**

**PLEASE PROVIDE THE FOLLOWING AT TIME OF APPLICATION:**

1. **Driver’s License and Birth Certificate OR Driver’s License and Passport OR Driver’s License and Naturalization Paperwork/Green Card.**
2. **Three (3) State of New Jersey Applications for Permit to Carry a Handgun, Form SP642. Each application must be double sided and notarized. LINK TO FILLABLE SP642 FORM IS BELOW, COPY LINK AND PLACE IN YOUR BROWSER.**

[**https://www.njsp.org/firearms/pdf/sp-642.pdf**](https://www.njsp.org/firearms/pdf/sp-642.pdf)

**NOTE: At top of the SP642 form is a space for Municipal Code. Hazlet’s Municipal Code is NJ0133900. This must be correct so that approved permits are sent to our agency. There is some incorrect information on the internet listing the Hazlet as a four-digit code 1318. Applications with incorrect information will be returned to applicant for resubmission.**

**REFERENCES: Information provided for references MUST be accurate. Investigators are required to contact each reference and conduct a confidential interview to verify the statement made in the application. If incorrect phone numbers are provided, application will be returned to applicant for resubmission. Applicants should advise their references they will be contacted during the investigative process.**

1. **Four (4) color passport size photographs. Applicant is to attach 1 photo to each of their 3 applications in the space provided at the bottom of page 2. The 4th photo is to be given to the Firearms Investigator at time of application appointment. The 4th photo will used for the actual Permit to Carry Identification card when issued.**
2. **Consent for Mental Health Search, Form SP066 (LINK TO FILLABLE SP066 FORM IS BELOW, COPY LINK AND PLACE IN YOUR BROWSER)**

[**https://nj.gov/njsp/firearms/pdf/sp-066\_201907.pdf**](https://nj.gov/njsp/firearms/pdf/sp-066_201907.pdf)

**Applicants must supply an SP-66 form for each New Jersey county that they have resided in during the past 10 years.**

**NOTE: If you have lived out of New Jersey at any time during the past 10 years, additional SP066 forms may be required.**

**NOTE: The SP066 Form must be signed by applicant and also witnessed and signed by an adult. Our personnel can witness you signing the form when it is dropped off at Headquarters. We cannot accept forms that are signed by applicant without a signature of an adult witness.**

1. **Written proof of ownership and qualification with the handgun(s) you intend on carrying.**
2. **Proof of ownership can be a purchase receipt or purchase permit, or a notarized letter of ownership listing make, model, caliber, and serial number of the handgun(s) you intend to carry.**
3. **Written qualification must be within six (6) months of application and include Instructor’s Name and Certification, make, model, caliber, and serial number of each handgun you intend to carry. YOU MUST SUBMIT A SEPARATE QUALIFICATION FOR EACH HANDGUN YOU INTEND TO CARRY. Qualification forms must be originals- NO COPIES- and be dated and signed by a Certified Firearms Instructor.**
4. **Money Order in the amount of $50.00 payable to; Treasurer, State of New Jersey. Name and address of applicant must be listed on the front of the money order in the space provided.**
5. **Addresses of residences where applicant resided during the past 10 years. (Street address, Town, and State with approximate dates of residency).**
6. **All other required proofs that applicant is “thoroughly familiar with the safe handling and use of handguns as required by N.J.A.C. 13:54-2.4(b)”**

**\*\* ALL APPLICANTS (INITIAL AND RENEWAL) FOR A PERMIT TO CARRY A HANDGUN MUST BE FINGERPRINTED. INSTRUCTIONS FOR FINGERPRINTING WILL BE PROVIDED AT TIME APPLICATION IS SUBMIITED. APPLICANTS WILL BE ISSUED A CASE NUMBER BY OUR DEPARTMENT WHICH WILL BE NEEDED TO APPLY TO IDENTOGO FOR FINGERPRINT SCANNING. IDENTOGO WILL REQUIRE OUR DEPARTMENT ISSUED CASE NUMBER TO SCHEDULE AN APPOINTMENT FOR FINGERPRINTING.**

**\*\* THE REQUIRED WRITTEN FIREAMS QUALIFICATION, IN ACCORDANCE WITH N.J.A.C 13:54-2.4(B) CAN BE OBTAINED AT MOST FIREARMS RANGES THROUGHOUT THE STATE. A LIST OF RANGES IS AVAILABLE ON THE NJ STATE POLICE FIREARMS WEBSITE.**

**\*\* A NEW JERSEY PERMIT TO CARRY IS VALID FOR TWO (2) YEARS FROM DATE OF APPROVAL.**

**\*\* IF ANY OF THE PRECEEDING IS NOT COMPLETE OR INCORRECT THE APPLICATION WILL BE RETURNED AND YOU WILL NEED TO RE-APPLY.**

**PLEASE EMAIL OUR FIREARM INVESTIGATORS AT** **Firearms@HazletPD.org** **WITH ANY QUESTIONS ABOUT THE APPLICATION PROCESS.**