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CHIEF

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INSTRUCTIONS FOR FIREARMS APPLICANTS

In order to expedite your firearms application processing, Washington Township Police Department asks that you follow the instructions outlined below: All required forms are available at www.wtpsmorris.org

Initial Application for Firearms Purchaser I.D. Card: (ALL FORMS MUST BE TYPED)

- 1) Submit Firearms Purchaser I.D. Card Application and check box at top of application. Complete the application in its entirety. Answer all questions fully and provide complete mailing addresses with zip codes for those listed as references. **Do not use a relative as a reference.**
- 2) Submit \$5.00, either cash, or check, made payable to "Washington Township Police Department."
- 3) Submit Consent for Mental Health Records Search Form.
- 4) Fingerprinting: Washington Twp Police will provide you with the **IDENTOGO Form & IC** number to be fingerprinted. Follow instructions on form and return the **IDENTOGO Form** and **receipt** of fingerprinting completion to Washington Twp Police Dept.
- 5) You may apply for a Permit to Purchase a Handgun at the same time; check the appropriate number of permits requested at top of application. Submit \$2.00 for each permit requested, either cash, or check payable to Washington Twp Police Dept.
- 6) **DO NOT COMPLETE OR SUBMIT THE ONLINE 212A FORM WHEN REQUESTING PERMITS WITH INITIAL APPLICATION**

Application for Permit to Purchase Handgun: (ALL FORMS MUST BE TYPED)

- 1) Submit Permit to Purchase Handgun application and check appropriate box at top of application. Mark number of handguns requested on top of form.
- 2) Submit \$2.00, either cash, or check made payable to "Washington Township Police Department" for each handgun requested.
- 3) Submit "Consent for Mental Health Records Search Form."
- 4) Complete the **on line 212A Form**. Log onto <https://www.njportal.com/njsp/criminalrecords/> following instructions. **ORI number NJ0143800**

Application for Duplicate I.D. Card (because of change of address, lost or stolen card, etc.) (All FORMS MUST BE TYPED)

- 1) Submit Application for Firearms ID Card and check the appropriate reason for a duplicate card.
- 2) Submit old I.D. Card (if you have it).
- 3) Submit "Consent for Mental Health Records Search Form."
- 4) Complete the **on line 212A Form**. Log onto <https://www.njportal.com/njsp/criminalrecords/> following instructions. **ORI number NJ0143800**

After processing had been completed, we will notify you as to whether your application had been approved or denied. If approved, you may pick up the requested I.D. Card or Permit To Purchase a Handgun at Washington Township Police Headquarters.

10/05/17