

## **Applying for a Permit to Carry a Handgun**

The following instructions are the same for the initial and renewal application

**YOU MUST APPLY IN PERSON:** Lebanon Township residents need to apply at the Lebanon Township Police Department, 530 West Hill Road.

**\*PLEASE CALL 908-638-8516 PRIOR TO APPLYING – DO NOT JUST SHOW UP. 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 SP-642 (rev. 03/15). All references must know the applicant for a minimum of three (3) years prior to the application. Must be double sided and notarized.
3. Four (4) color passport size photographs of the applicant: one and one-half inch square, head and shoulders, no hats, light background, and taken within the last 30 days must accompany this application.
4. Consent for Mental Health Search, form SP-66 (rev. 01/15).
5. Written proof of ownership and qualification with the handgun(s) you intend on carrying.
  - a. Proof of ownership can be a purchase receipt or purchase permit or a notarized letter of ownership listing make, model, and serial number of handgun(s).
  - b. Written qualification must be within six (6) months of application and include Instructors Name and Certification, make, model, caliber and serial number of handgun(s) you intend to carry.
6. Money Order in the amount of \$50.00 payable to; "Treasurer, State of New Jersey"
7. All applicants (initial and renewal) for a Permit to Carry a Handgun must be fingerprinted. Instructions are listed at the bottom of this document.

**\*\* THE REQUIRED FORMS; STATE OF NEW JERSEY APPLICATION FOR PERMIT TO CARRY A HAND GUN SP-642 (rev. 03/15), AND CONSENT FOR MENTAL HEALTH SEARCH SP-66 (rev. 01/15), IS ALSO AVAILABLE ON THE NEW JERSEY STATE POLICE WEBSITE, [HTTPS://NJ.GOV/NJSP/FIREARMS/FORMS.SHTML](https://NJ.GOV/NJSP/FIREARMS/FORMS.SHTML)**

**\*\* THE REQUIRED WRITTEN FIREARMS QUALIFICATION, IN ACCORDANCE WITH N.J.A.C. 13:54-2.4(B), CAN BE OBTAINED AT MOST FIREARM RANGES THROUGH OUT THE STATE. A LIST IS ALSO AVAILABLE ON THE NEW JERSEY STATE POLICE WEBSITE, [WWW.NJSP.ORG](http://WWW.NJSP.ORG) > PUBLIC INFORMATION > FIREARMS INFORMATION > NEW JERSEY SHOOTING RANGES FOR RPO QUALIFICATION.**

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

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

## **FINGERPRINTING**

TO APPLY FOR A; FIREARMS IDENTIFICATION CARD (FID), PERMIT TO PURCHASE A HANDGUN OR PERMIT TO CARRY A HANDGUN YOU MUST BE FINGERPRINTED. THIS SERVICE IS PROVIDED BY IDENTGO.

TO SCHEDULE AN APPOINTMENT FOLLOW THE INSTRUCTION LISTED BELOW;

1. GO TO [WWW.IDENTOGO.COM](http://WWW.IDENTOGO.COM)
2. SCROLL DOWN TO AND CLICK ON "DIGITAL FINGERPRINTING"
3. SELECT NEW JERSEY, CLICK "GO"
4. SCROLL DOWN TO AND CLICK ON "[UENROLL.IDENTOGO.COM](http://UENROLL.IDENTOGO.COM)"
5. ENTER YOUR SERVICE CODE "2F164B"
6. ORI # NJ0101900
7. AT THIS POINT FOLLOW THE ON SCREEN DIRECTION TO SCHEDULE YOUR APPOINTMENT

**This document is subject to change at any time and without notice, please check back often.**

Should you have any question please call Headquarters at 908-638-8516 or e-mail Cpl. Unkert at [runkert@lebtwp.net](mailto:runkert@lebtwp.net).

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