

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

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

The Concealed Carry Permits service allows for online submission of both initial and renewal applications. Approved applications are due for renewal every two (2) years. Renewal applications can be submitted up to four (4) months before the expiration date. Concealed Carry Permit applicants need to have been fingerprinted for firearms purposes in New Jersey and assigned an SBI number before they can apply for a Concealed Carry Permit. If you have never been fingerprinted for firearms purposes in New Jersey, you should first apply for a NJ Firearms Purchaser Identification Card through the Firearms Application & Registration System, located at <https://www.njportal.com/NJSP/FARS/>

The **Permit to Carry a Handgun** application is located at <https://www.njportal.com/NJSP/ConcealedCarry/>

If you live in Lebanon Township, enter **NJ0101900** when asked for an ORI. Please confirm you are a resident of Lebanon Township prior to submitting your application. Applications submitted to the incorrect ORI will be withdrawn and any fees paid are non-refundable.

### **Information Required for Completion of Application:**

- SBI Number
- Upload of a recent photograph (on a light background including head and shoulders)
- One (1) training record completed within the past two (2) years with instructor name, and qualification date. Training must be documented on Form S.P. 182 “NJ Permit to Carry Safe Handling and Proficiency in the Use of Handguns Certification”. A copy of your instructor’s firearms instructor certificate must be included with Form S.P. 182.
- Personal Information: including Social Security Number and Driver's License Number
- Background Information
- Contact Information for four (4) **non-family** related references with accurate email addresses. \*Non-family means the reference must not be related to you by blood or marriage.
- Information on handguns intended to be carried. Complete and attach Form S.P. 182A Permit to Carry – Additional Handguns to be Carried.
- \$50.00 fee payable to the New Jersey State Police, collected through application system

### **Once your application request is completed:**

- After submitting your application, you must respond to the Lebanon Township Police Department (530 West Hill Road, Glen Gardner, NJ 08826) to pay for your Permit to Carry a Handgun. \$150.00 must be paid to the Lebanon Township Police Department, payable by cash or check payable to “Lebanon Township”. **YOUR APPLICATION WILL NOT BE PROCESSED UNTIL YOU HAVE PAID YOUR REQUIRED FEES.**

- You will receive automated email updates throughout this process
- Please advise your references that the application system will email them the reference questions to be answered. Your references can complete the questions using a smartphone, mobile device, laptop or desktop computer that has internet connection. Please advise them to complete the questions immediately to process your background investigation.
- The online application is applicant driven. Please ensure that you have entered the best phone numbers for yourself and references as well as the best email addresses for yourself and references. Changes to reference contact information for previously submitted applications can be emailed to Detective Timothy Savage at [tsavage@lebtwp.net](mailto:tsavage@lebtwp.net).

Once your application has been received in full, it will be assigned to the Detective to conduct a background investigation. During this investigation, the Detective may contact you and the four references that endorsed your application.

When the investigation is complete and your permit is approved, you will be notified via email that your electronic permit is available for download.

If you have any questions regarding this process, please call Erren Porcino, Police Office Manager, at (908) 638-8516 x203.

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

**NJSP Firearms Forms:**

<https://nj.gov/njsp/firearms/forms.shtml>

**NJSP Firearms FAQs:**

<https://nj.gov/njsp/firearms/firearms-faqs.shtml>