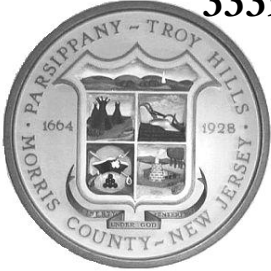


*Township of
Parsippany-Troy Hills Police Department*

3339 Route 46 Parsippany, New Jersey 07054*(973) 263-4300



FIREARMS APPLICATION PROCEDURES

1. Initial Application for Firearms Purchaser Identification Card

- a) Completed Application in Duplicate (you will need TWO ORIGINALS, NO COPIES ACCEPTED)
- b) Signed Consent for Mental Health Records Search Form
- c) Fingerprints – done after paperwork is submitted
- d) \$5 Application fee for Firearms Identification Card

2. For Change of Address on Firearms Purchaser Identification Card

- a) Completed Application in Duplicate (you will need TWO ORIGINALS, NO COPIES ACCEPTED)
- b) Signed Consent for Mental Health Records Search Form
- c) Must surrender current Firearms Identification Card when new card is issued
- d) Two (2) references
- e) Complete Form 212A online: Log onto <https://www.njportal.com/njsp/criminalrecords>
*Enter ORI # NJ0142900 (zeros, not letters)
*For Reason-choose N.J.S. 2C:58-3 Purchase of Firearms
- f) Photocopy of Firearms Identification Card (front and back)

3. Pistol Purchase Permits – MINIMUM 21 YEARS OLD

- a) Completed Application in Duplicate (you will need TWO ORIGINALS, NO COPIES ACCEPTED)
- b) Signed Consent for Mental Health Records Search Form
- c) Payment (\$2 each)
- d) Complete Form 212A online **ONLY IF YOU HAVE A FIREARMS I.D. CARD ALREADY:**
Log onto <https://www.njportal.com/njsp/criminalrecords>
*Enter ORI # NJ0142900 (zeros, not letters)
*For Reason-choose N.J.S. 2C:58-3 Purchase of Firearms
- e) Photocopy of Firearms Identification Card (front and back)

4. Permit to Carry

- a) Completed Application in Duplicate (you will need THREE ORIGINALS, NO COPIES ACCEPTED) with four (4) photos
- b) Signed Consent for Mental Health Records Search Form
- c) Employment letter of need and Private Investigator license, etc.
- d) Photocopies of past permits, Firearms ID card
- e) Fingerprints
- f) \$50 Money Order (BLANK)
- g) Firearms Qualifications Scores, etc.

NOTES: Applications must be LEGIBLE * Enlarge copies of documents if possible * Photocopy of Criminal Justice Employment ID Card or pertinent ID * Photocopy of Resident Alien Card if not a U.S. Citizen