



Mount Laurel Police Department

100 Mount Laurel Road, Mount Laurel, New Jersey 08054

FIREARMS PURCHASER ID CARD / HANDGUN PURCHASE PERMIT APPLICATION PROCEDURE

Improperly prepared applications will not be accepted or processed

All Applicants

1. Application forms for a Firearms Purchaser ID Card and Handgun Purchase Permit can be downloaded from the Mount Laurel Police Department website or obtained in person at Police Headquarters.
2. Type or Print all information clearly on all forms.
3. Addresses must be complete with house number, street, town, state, zip code and PO Box (If applicable).
4. All forms must be signed. It is requested you complete this in the presence of the law enforcement officer you are submitting the application to.
5. Height shall be written in feet and inches, example, 6'04".
6. Indicate Race with Black, White, Asian, or American Indian.
7. If you are applying for a Handgun Purchase Permit, there is no limit on the quantity of permits you may apply for.
8. Submission of completed applications, which consists of the STS-033 Application, SP-66 Consent for Mental Health Records Search, and payment of application fees to Mt. Laurel Police, can be arranged by calling the Administrative Division Secretary at 856-234-1414 x1526.
9. Applicants will be notified by mail when approved Firearms Purchaser ID Card and Handgun Purchase Permits are ready for pickup.
10. Government issued identification is requested to verify identity when turning in completed applications and picking up issued permits.

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

First Time Applicants for a Firearms Purchaser Identification Card and/or Handgun Purchase Permit

1. All first time applicants MUST be fingerprinted. The fingerprint process will be completed by IdentGO (MorphoTrust). Information and appointment form will be provided upon the submission of your properly completed firearms application.
2. Complete the Consent for Mental Health Records Search, form SP-66 (Rev 01/2015).
3. Complete a State of New Jersey Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit, Form STS-033 (Rev. 09/2009).
4. References should not be relatives, and addresses must be complete, for mailing purposes.

Subsequent Applicants for Additional Handgun Purchase Permits or Duplicate Firearms Purchaser ID Cards

1. A Criminal History Records Check must be conducted for all subsequent applications. See below for instructions on how to complete the 212A Criminal History Records Check online.
2. Complete the Consent for Mental Health Records Search, form SP-66 (Rev 01/2015).
3. Complete a State of New Jersey Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit, Form STS-033 (Rev. 09/2009).
4. References should not be relatives and addresses must be complete for mailing purposes.

212A Online Application Instructions

1. Log in to the website <https://www.njportal.com/njsp/criminalrecords/>
2. When asked for the agency's ORI number, enter the following **ORI # - NJ0032500**
3. Fill out the demographics and select the background needed, which is NJS 2C:58-3. Firearm Licensing.
4. You will then be requested to enter your State Bureau of Identification number (SBI number – also known as the Firearms Identification number.) This is to ensure that you have been fingerprinted under a firearms application before. If you have not you will be rejected from the process at this time. This number appears on your Firearms Purchaser ID Card and previously issued Handgun Purchase Permits.
5. If all information is correct, you will check out by making a **\$20 payment** by credit card or electronic check. Once the payment is verified, you will receive a Confirmation & Receipt that will include your confirmation number. It is recommended you save this document for your records.
6. You will find additional instructions in the help section once you set up your account and become a user. Any questions or problems, please contact the Administrative Division Secretary at 856 234-1414 extension 1526.

Fees Payable to the Mount Laurel Police Department

When turning in your application include a check or money order payable to the Mount Laurel Police Department for the below fees:

1. \$5.00 for initial Firearms Purchaser ID Card (no fee for duplicate cards).
2. \$2.00 for each Handgun Purchase Permit.

Duplicate Firearms Purchaser ID Card

1. Applicants for a Duplicate Firearms Purchaser Identification Card, due to mutilated, lost, stolen, change of address, name and/or sex, must submit STS-033 and SP-66 forms and complete the 212A online process.
2. Current issued Firearms Purchaser Identification Card shall be surrendered at the time of submission of an application for a duplicate card.

*Applicants are solely responsible to arrange for fingerprinting or complete the online Criminal History Records Check as applicable.