



**Mount Laurel Police Department**  
100 Mount Laurel Road, Mount Laurel, New Jersey 08054

**FIREARMS PURCHASER IDENTIFICATION CARD / HANDGUN  
PURCHASE PERMIT APPLICATION PROCEDURE**

**General Information**

1. Firearms Purchaser Identification Card and Handgun Purchase Permit applicants are required to complete an online form (S.T.S. 033) located at <https://www.njportal.com/njsp/fars>
2. Applicants for a duplicate Firearms Purchaser Identification Card, due to mutilated, lost, stolen, change of address, name, and sex, are also required to complete the online form.
3. Permit to Carry applications cannot be submitted online. Paper applications can be obtained by calling the Mount Laurel Police Detective Bureau at 856-234-1414, extension 1526.
4. Applicants are solely responsible for arranging for fingerprinting, completing any applicable online forms and making the required payments.
5. 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.

**Application Process**

1. The Originating Agency Identifier (ORI) Number for Mount Laurel residents is **NJ0032500**. If an incorrect ORI number is entered on the form, applicants will have to re-apply using the correct ORI number and pay for the process again. All application fees are non-refundable and non-transferable.
2. The online application is applicant driven. Applicants must enter accurate phone numbers and emails for themselves and two reputable references. Family members can be references.
3. Applicants **MUST** enter their "Official Name." Simplified versions of names (Joe vs. Joseph) are not permitted.
4. Applicants should advise their references that they will receive emailed reference questions. These can be answered using a smartphone, mobile device, laptop, or desktop computer. Advise them to answer the questions immediately to progress to your background investigation.
5. All **first-time applicants** **MUST** be fingerprinted. Print the Universal Fingerprint Form generated at the end of the application and follow the instructions provided on the form.

6. **All other applicants**, including those seeking a duplicate Firearms Purchaser Identification Card, are required to complete the online 212A Criminal History Records Check. Upon completion of the online application process, the S.T.S. 033 and 212A requirements will have been met.
7. After the applicant enters all required information, a REVIEW PAGE appears where the applicant can edit all information entered into the application before final submission. Most issues incurred or created by the applicant during the online application process cannot be altered after submission.
8. If applicable, the online application system will direct you to print and deliver a copy of the SP-66 Consent for Mental Health Records Search form to the Mount Laurel Police Department.
9. Print both the confirmation page and application at the end of the process. These will be helpful as a quick reference in the event of any issue.
10. Applicants will receive automated email updates throughout the online application process.
11. Applicants must submit a check or money order payable to the **Mount Laurel Police Department** for the below fees before they progress to a background investigation. Applicants are to include the word “**Firearms**” in the memo section of the check or money order and place it in the gray wall mounted drop box labeled “Police” outside the Police Department lobby. Please do not place them in the plastic bin on the table.
  - a. \$5.00 for initial Firearms Purchaser ID Card (no fee for duplicate cards).
  - b. \$2.00 for each Handgun Purchase Permit.
12. If applicable, schedule an appointment to submit the SP-66 Consent for Mental Health Records Search by calling the Detective Bureau at 856-234-1414, extension 1526. Any necessary doctor’s notes are also to be submitted at this time. Walk-ins will not be accepted.
13. Applicants will be notified by the Mount Laurel Police Department by phone or email when their approved Firearms Purchaser ID Card is ready for pickup. Government-issued identification is requested to verify identity when picking up your Firearms Purchaser ID Card.
14. Applicants will be notified through an email from the online system when their Handgun Purchase Permit(s) is ready. There is no physical permit to pick up or print out. Applicants can print out their confirmation email to bring to the gun dealer.