

## Applying for a Permit to Carry a Handgun

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

1. You must complete **three (3)** Application for Permit To Carry a Handgun forms. All three forms must be original copies. Photocopies of these forms WILL NOT be accepted. Ensure all three of your references have known you for a minimum of three (3) years prior to the date of your application. Ensure the form is printed double-sided (both sides). The Municipal Code is NJ0032500.

Link for Application for Permit to Carry a Handgun form:

<https://mountlaurelpd.org/wp-content/uploads/2022/07/Permit-to-Carry-Application-07072022.pdf>

2. All **three** original copies of your Application for Permit To Carry a Handgun **must be notarized**.
3. You must submit **four (4)** color passport size (1 ½ x 1 ½ inches square) photographs with your application package. Your name has to be printed on the back of each photograph.
4. Complete the Consent for Mental Health Records Search form. Ensure you list ten (10) years of address history.

Link for Consent for Mental Health Records Search form:

<https://mountlaurelpd.org/wp-content/uploads/2022/07/Consent-for-Mental-Health-Records-Search.pdf>

5. You must provide written proof of ownership and qualification with the handgun(s) you intend on carrying.
  - a. Proof of ownership can be a purchase receipt, purchase permit, or a notarized letter of ownership listing the make, model, and serial number of your handgun(s).
  - b. Written qualification must be within six (6) months of the application and must include your Instructor's Name and Certification Number, and the make, model, caliber, and serial number of the handgun(s) you intend to carry.
6. You must provide a money order for \$50.00 payable to; "Treasurer, State of New Jersey."
7. Please call 856-234-1414 Ext. 1526 to schedule an appointment to turn in your application packet. Please ensure your application packet is complete and consists of the following items:
  - a. Three (3) notarized original copies of the Application for Permit to Carry a Handgun Form (must be double-sided).
  - b. Four (4) color passport size (1 ½ x 1 ½ inches square) photographs. Ensure your name is printed on the back of each photograph.

- c. A completed Consent for Mental Health Records Search Form (ensure you have 10 years of address history listed).
  - d. Provide written proof of ownership and qualification with the handgun(s) you intend on carrying.
  - e. A \$50.00 money order payable to; “Treasurer, State of New Jersey.”
  - f. Driver’s license and Birth Certificate OR Driver’s license and Naturalization Paperwork/Green card (If born outside of the United States)
8. You **MUST** be fingerprinted each and every time you apply for a permit to carry a handgun regardless if it is a new or renewal application. **DO NOT** schedule an appointment to get fingerprinted until you have submitted your application to the Mount Laurel Police Department. You will be provided with instructions on how to get fingerprinted when you turn in your application packet.

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

**\*\* THE REQUIRED WRITTEN FIREARMS QUALIFICATION, IN ACCORDANCE WITH N.J.A.C. 13:54-2.4(B), CAN BE OBTAINED AT MOST FIREARM RANGES THROUGHOUT THE STATE. A LIST IS ALSO AVAILABLE BY CLICKING HERE:**

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

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

Any questions can be emailed to: **[rbellino@mountlaurelpd.org](mailto:rbellino@mountlaurelpd.org)**.