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INSTRUCTIONS FOR FIREARMS APPLICANTS

In order to expedite your firearms application processing, Washington Township Police Department asks that you follow the instructions outlined below:

Application for Firearms Purchaser I.D. Card

- 1) Complete and submit a "Firearms Purchaser I.D. Card Application". Check the appropriate box at top of application. Complete the application in its entirety. Answer all questions fully and provide complete mailing addresses with zip codes for those individuals listed as references. Do not use a relative as a reference.
- 2) Submit \$5.00, in a check made payable to "Washington Township Police Department" or cash.
- 3) Complete and submit the "Consent for Mental Health Records Search Form".
- 4) Have your fingerprints taken on one Federal Applicant Card and one State Applicant Card. Fingerprinting is available without an appointment and there is no fee for having the fingerprints taken (*first come first served*) Monday through Sunday 5:30 PM to 6:30 PM.
- 5) Submit a Certified Check, Money Order, or Cashier's Check made payable to "Division of State Police-SBI." in the amount of \$60.25.
- 6) Application for a "Permit to Purchase a Handgun" may be made using the same application. Follow the instructions under "Application for Permit to Purchase Handgun", below.

Application for Permit to Purchase Handgun

You must have a Firearms Purchaser I.D. Card registered in Washington Township to purchase a handgun.

- 1) Complete and submit a "Permit to Purchase a Handgun" application, and a "Consent for Mental Health Records Search Form". Check the appropriate box for a "Permit to Purchase a Handgun" at the top of the application. Enter the number of permits to purchase a handgun requested in the upper right portion of the application.
- 2) For each handgun permit requested, submit \$2.00 in a check made payable to "Washington Township Police Department" or cash.
- 3) Complete, sign and submit a "Request for Criminal History Record Information for a Noncriminal Purpose" NJ State Police form SBI 212A, and a Certified Check, Money Order, or Cashier's Check made payable to "Division of State Police - SBI" in the amount of \$18.00.
- 4) If you are also applying for a Firearms Purchaser I.D. Card, follow Steps 1 through 5 under "Application for Firearms ID. Card", above.

Application for Duplicate I.D. Card (because of change of address, lost or stolen card, etc.)

- 1) Complete and submit the Application for a Duplicate Firearms Purchaser Identification Card.
- 2) If you possess the old Firearms Purchaser I.D. Card, submit the card with the application.
- 3) Complete and sign and submit a "Request for Criminal History Record Information for a Noncriminal Purpose" NJ State Police form SBI 212A.
- 4) Submit a Certified Check, Money Order, or Cashier's Check made payable to "Division of State Police - SBI" in the amount of \$18.00

After the processing for the permit is completed, we will notify you whether your application was approved or denied. If the permit(s) were approved, you may pick your Firearms I.D. Card or Permit(s) at Washington Township Police Headquarters.