

ROXBURY TOWNSHIP POLICE DEPARTMENT

INSTRUCTIONS FOR PERMIT TO CARRY A HANDGUN

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

1. Applicants must meet all requirements of the Permit to Purchase a Handgun and Firearms Purchaser Identification Card.
2. Paper application packets may be picked up at headquarters (fillable PDF forms are also available on the NJSP website). You will be given a case number by records which you will need when scheduling fingerprinting.
3. Complete the State of New Jersey Application For a Permit To Carry A Handgun, form S.P. 642 in triplicate. All references must know the applicant for a minimum of 3 years prior to the date of application.
4. All original copies must be signed and notarized.
5. Complete the Consent for Mental Health Search form SP-066.
6. Submit recent documentation from a certified firearms instructor showing familiarity with safe handling the use of handguns.
7. Proof of ownership, including serial number, of every handgun which the applicant intends to carry must be provided. This must be one of the following: copy of the handgun purchase permit, copy of store receipt, a notarized statement attesting that you are the legal owner of the gun. Only one permit is needed for all such handguns.
8. Submit four 1.5" x 1.5" color photographs.
9. Include a money order in the amount of \$50 payable to "Treasurer, State of New Jersey."
10. Completed applications and all required documents are submitted back to Roxbury Police Records Department for processing. At that time please also bring your driver's license and birth certificate (or current passport).
11. Applicants must schedule their fingerprinting with Identogo at <https://uenroll.identogo.com/workflows/2F164B>. Roxbury's ORI is **NJ0143600**. You will also need your case number.
12. You will be contacted by records when your permit is ready to be picked up at headquarters.

If you have any questions during the process, please call Karen at (973) 448-2040, Mon-Fri 9a-4p.