



Hightstown Police Department

APPLICATION INSTRUCTIONS PERMIT TO CARRY A HANDGUN

The following instructions are the same for Initial and Renewal applications for Permit to Carry a Handgun:

You must apply in person. This is a paper application process.

Applications will be accepted by appointment only

PLEASE PROVIDE THE FOLLOWING AT THE TIME OF APPLICATION:

1. **Driver's License and Birth Certificate OR Driver's License and Passport OR Driver's License and Naturalization Paperwork/Green Card.**
2. **One (1) Original Copy** of the application for a Permit to Carry a Handgun, form S.P. 642. The original copy must be **Double Sided** and **Notarized**.
3. The application shall be signed by the applicant under oath and **shall be** endorsed by **not less than four (4) reputable persons** who are **NOT** related by blood or by law to the applicant and have known the applicant for at least **three (3) years** preceding the date of application, and who shall certify thereon that the applicant has not engaged in any acts or made any statements that suggest the applicant is likely to engage in conduct, other than lawful self-defense, that would pose a danger to the applicant or others.
4. **Two (2)** passport-size photographs (Size - 1.5" x 1.5").
5. Consent for Mental Health Records Search, form S.P. 066. **(This form will be provided to you during the appointment, and must be signed in the presence of the background investigator).**
6. **Proof of Ownership and Certification of Qualification** for the handgun(s) you intend to carry.
 - a. Proof of ownership can be a purchase receipt, purchase permits, or a notarized letter of ownership listing the make, model, and serial number of handgun(s).

- b. Certificate of Qualification is required for the handgun(s) that you intend to carry. Handgun qualifications must be administered by a Recognized Firearms Instructor (Certified Police, National Rifle Association, or other recognized certified firearms instructor) and the written certification must include the Instructors Name, Certification Number, make, model, caliber, and serial number of handgun(s) that you intend to carry. Qualification scores must be within six (6) months of the application.
7. Must provide certification for proof of completing a **Firearms Training Course** or test in the **safe handling of a handgun** administered by a certified firearms instructor OR passage of any test in this State's laws governing the use of force administered by a certified firearms instructor.

***** 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.***

NJSP Approved Shooting Ranges - <https://nj.gov/njsp/firearms/shooting-ranges.shtml>

8. Pursuant to NJ Firearms Legislation (A4769) permit to carry applicants are required to submit a fee of **\$150** to the municipality that is processing the application and a **\$50** Money Order made out to "Treasurer, State of New Jersey" which will be forwarded to the superintendent and deposited into the Victims of Crime Compensation Office account. The municipal processing fee will be accepted by Money Order only and shall be made out to the "Borough of Hightstown".

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

9. **Applicants** who have **never** been fingerprinted for firearms and do not possess a Firearms Purchaser Identification Card or Permit to Purchase a Handgun **must** schedule an appointment with **IdentoGo**. Please visit <https://uenroll.identogo.com/> to schedule an appointment for fingerprinting.
 - a. When scheduling an appointment, use **Service Code: 2F164B**.
 - b. Use ORI# **NJ0110400** for Hightstown Borough.
 - c. For **Contributors Case Number** use the following: applicant's last name and date of birth (**Example: Smith01012000**).

Fingerprinting must be COMPLETED prior to submitting an applicant for Permit to Carry. Please bring your IdentGo receipt to show proof of fingerprinting.

10. Applicants who **have been** fingerprinted for a firearms application and were approved for a Firearms Purchaser Identification (FID) or Permit to Purchase a Handgun **will not** have to be fingerprinted again. These applicants **shall** complete the Names Check (212A) for a Criminal History Records Check through the NJ Portal.
 - a. Please visit <https://www.njportal.com/njsp/criminalrecords/> to complete the 212A.
 - Applicant will need to use Hightstown Police Department's ORI# **NJ0110400** and their SBI# to complete the 212A.
 - In the filing section, please select "Local Ordinance" from Reason for Filing Request and in the description box please enter "Permit to Carry Application - Renewal Firearms Applicant"

**All armored car guard applications shall be submitted to the appropriate New Jersey State Police Barracks. All others (non-Armored car guards) shall be submitted to the law enforcement agency where the applicant resides.

Application S.P. forms are available to download online at <https://nj.gov/njsp/firearms/forms.shtml>

All questions regarding the application process and scheduling of appointments shall be made by E-mail only and directed to Det. Jerry Mecca at jmecca@hightstownpd.org

What to expect during the Application Process & Answers to FAQ?

1. The application must be approved or denied within 90 days of filing. **The 90 days will start after the police department has received all documents related to the application.** If the application is not approved or denied within 60 days of filing, it shall be deemed approved by the Chief or Superintendent unless the applicant agrees to an extension of time in writing.
2. If an application for a permit to carry a handgun is denied, per 2C:58-4e, the applicant may request a hearing in Superior Court, in the County which he/she is a resident. The request must be made in writing within **30** days of the denial. Copies of the request shall be served upon the Superintendent of the State Police, County Prosecutor and Chief of Police of the municipality in which the applicant resides if the applicant is a resident of New Jersey. Per New Jersey law, the hearing shall be held within **60** days of the receipt of the request.
3. Revocation of permits. Any permit issued shall be void at such time as the holder thereof becomes subject to any of the disabilities set forth in section 2C:58-3c., and the holder of such a void permit shall immediately surrender the permit to the superintendent who shall give notice to the licensing authority.
 - a. Any permit may be revoked by the Superior Court, after hearing upon notice to the holder, if the court finds that the holder is no longer qualified for the issuance of such a permit. The county prosecutor of any county, the chief police officer of any municipality, the superintendent or any citizen may apply to the court at any time for the revocation of any permit issued pursuant to this section.
4. Any person who holds a valid permit to carry issued pursuant to 2C:58-4, shall be authorized to carry a handgun in all parts of this State, except as prohibited by law. Prohibited areas are listed in new firearms legislation that was passed on 12/22/2022 (<https://pub.njleg.state.nj.us/Bills/2022/AL22/131.PDF>).
5. One permit shall be sufficient for all handguns owned by the holder thereof, but the permit shall apply only to a handgun carried by the actual and legal holder of the permit.
6. All permits to carry handguns shall expire two (2) years from the date of issuance or, in the case of an employee of an armored car company, upon the termination of employment by the company occurring prior thereto whichever is earlier in time, and they may thereafter be renewed every two (2) years in the same manner and subject to the same conditions as in the case of original applications.

What are the main requirements to obtain a permit to carry a handgun under New Jersey law now that the “need” requirement is eliminated?

Under N.J.S. 2C:58-4d., a person must satisfy the following:

- Is not subject to the disabilities of N.J.S. 2C:58-3;
- Has not engaged in any acts or made any statements that suggest the applicant is likely to engage in conduct, other than lawful self-defense, that would pose a danger to the applicant or others;
- Has completed the training requirements established pursuant to law, provided that any requirement for classroom instruction and target training shall not be required for a renewal applicant who completed the instruction and training when obtaining a permit to carry a handgun issued within the previous two (2) years;
- In compliance with the liability insurance requirement of the law (**At this time, this requirement is pending before Legislation and is not required**).

What are Other Disqualifiers in New Jersey law?

Denials can also be based on subjective standards, such as “in the interest of public health, safety or welfare” or merely for being named on the Federal Terrorist Watchlist. In any case, disqualifications may include any person who:

- has been convicted of a crime or a disorderly persons offense involving an act of domestic violence;
- is drug dependent;
- has been confined for a mental disorder to a hospital or mental institution;
- is a habitual drunkard;
- suffers from a physical defect or disease which would make it unsafe to handle firearms;
- is an alcoholic;
- falsifies information on the application form;
- is under the age of 18;
- is a person where the issuance would not be in the interest of public health, safety or welfare;
- is a person subject to a court order under the Domestic Violence Act prohibiting firearm possession;
- is a person who as a juvenile was adjudicated delinquent for an offense which, if committed by an adult, would constitute a crime and involved the unlawful use or possession of a weapon, explosive or destructive device or was one of the offenses enumerated under the No Early Release Act (NERA), which include murder, aggravated manslaughter, manslaughter, vehicular homicide, aggravated assault, disarming a law enforcement officer, kidnapping, aggravated

sexual assault, sexual assault, robbery, carjacking, aggravated arson, burglary, extortion, booby traps in CDS manufacturing or distribution facilities, strict liability for drug-induced deaths, terrorism, possessing chemical weapons, biological agents, or nuclear devices, and first-degree racketeering;

- is a person whose firearm is seized pursuant to the "Prevention of Domestic Violence Act of 1991," C.2C:25-17 et seq., and whose firearm has not been returned;
- is named on the consolidated Terrorist Watchlist maintained by the Terrorist Screening Center administered by the Federal Bureau of Investigation.
- any person who is subject to a court order prohibiting the custody, control, ownership, purchase, possession, or receipt of a firearm or ammunition issued pursuant to the "Extreme Risk Protective Order Act of 2018," P.L.2018, c.35 (C.2C:58-20 et al.).