



Permit to Carry

Any questions,
call MELISSA
Wassboro Police

~~XXXXXXXXXX~~
X-55-3

Application Process

forms can be found on NJ State
Police website www.njsp.org

Permit to Carry a Handgun

Applicant:

1. Must be at least twenty-one years of age.
2. Must be of good character and of good repute in the community in which he or she lives.
3. Can never have been convicted of a crime of the first, second, third or fourth degree in this state, or the equivalent in another state or jurisdiction, that has not been expunged or sealed.
4. Must not be a drug dependent person as defined in section 2 of P.L. 1970, c.226 (C.24: 21-2).
5. Must not be currently confined for a mental disorder to a hospital, mental institution or sanitarium.
6. Must not be a habitual drunkard.
7. Cannot suffer from a physical defect or disease that would make it unsafe for him or her to handle firearms.
8. Can never have been confined for a mental disorder.
9. Cannot be an alcoholic.
10. Persons who do not meet the requirements of items seven, eight and nine above are ineligible to obtain a Permit to Carry a Handgun, unless such person produces a certificate of a medical doctor or psychiatrist licensed in New Jersey, or other satisfactory proof, that he or she is no longer suffering from that particular disability in such a manner that would interfere with or handicap him or her in the handling of firearms.
11. Must not knowingly falsify any information on the application form or any other required document.
12. Must not be subject to a court order issued pursuant to section 13 of P.L. 1991, c.261 (C.2C: 25-29) prohibiting the applicant from possessing any firearm.
13. Must not be a person where the issuance of such permit would not be in the interest of the public health, safety or welfare.

Application Process:

1. The applicant needs to complete the application (SP-642) in its entirety and in triplicate (Three original applications) and submit the appropriate fee.
2. The applicant must submit four photographs (1 1/2 x 1 1/2 square)
3. The applicant needs to complete Part One of the 'Consent for Mental Health Records Search' (SP-66) form. The applicant should sign and date this form in the presence of the investigating officer, or other enlisted (sworn) officer if the investigating officer is not present. The officer receiving the form should sign it in the space provided for "Witness" and provide the department's information on the appropriate line. State Police Personnel will list their assigned station.

Fee is \$20.00 made payable to Treasurer - State of NJ in money order only.

Forms must be notarized

(see attached)

4. The applicant must be fingerprinted by the investigating department on both a state applicant fingerprint card (SBI-19) and a federal applicant fingerprint card (FD-258), and submit the appropriate fee.

5. The applicant must submit a notarized certification (letter) of need, specific in content, under oath, which:

- a. In the case of a private citizen shall specify in detail the urgent necessity for self-protection, as evidenced by specific threats or previous attacks which demonstrate a special danger to the applicant's life that cannot be avoided by means other than by issuance of a permit to carry a handgun. Where possible the applicant shall corroborate the existence of any specific threats or previous attacks by reference to reports of such incidents to the appropriate law enforcement agencies; or
- b. In the case of employees of private detective agencies, armored car companies and private security companies, that:
 - i. In the course of performing statutorily authorized duties, the applicant is subject to a substantial threat of serious bodily harm; and
 - ii. That carrying a handgun by the applicant is necessary to reduce the threat of unjustifiable serious bodily harm to any person.

X 6. If the applicant is an employee of an armored car company, his or her application shall be accompanied by a letter from the chief executive officer of the armored car company verifying employment of the applicant; endorsing approval of the application and agreeing to notify the Superintendent within five days of the termination of an employee to whom any permit is issued, and agreeing to obtain from that employee the permit, which shall be immediately surrendered to the Superintendent

7. The applicant must submit a complete list of each gun he or she intends to carry.

✓ 8. The applicant must produce evidence that he or she is thoroughly familiar with the safe handling and use of handguns. This may be evidenced in one of several ways:

- a. Completion of a firearms training course substantially equivalent to the firearms training approved by the Police Training Commission as described by N.J.S.A. 2C: 39-6j;
- b. Submission of an applicant's most recent handgun qualification scores utilizing the handgun(s) he or she intends to carry as evidenced by test firings administered by a certified firearms instructor of a police academy, a certified firearms instructor of the National Rifle Association, or any other recognized certified firearms instructor;
- c. Completion of a course or test in the safe handling of a handgun administered by a certified firearms instructor of a police academy, a certified firearms instructor of the National Rifle Association, or any other recognized certified firearms instructor; or
- d. Passage of any test in this State's laws governing the use of force administered by a certified instructor of a police academy, a certified instructor of the National Rifle Association, or any other recognized certified instructor.

9. Where available, the information in (8) above shall be accompanied and validated by certifications of the appropriate instructor(s). In the absence of, or in addition to (8) a

through d above, the applicant shall provide any other available and accurate information which may evidence his or her proficiency in the safe handling and use of firearms, including most recent handgun qualification scores and whether he or she utilized the handgun(s) he or she intends to carry, courses attended in the safe handling and use of firearms, and extent of knowledge, however gained, of this State's laws pertaining to the use of force in the defense of person and property.

✓ 10. The applicant must have his or her application endorsed by three reputable persons, who have known the applicant for at least three years preceding the date of the application, and who shall certify that the applicant is a person of good moral character and behavior.

11. This process shall be the same for initial applicants, as well as renewal applicants.

Investigation of the Applicant:

1. At the time the application is submitted and while the applicant is in your presence, check the application and support documents in their entirety.
2. Ensure that the application and letter of need are notarized.
3. Allow the applicant time to correct any mistakes made on the application.
4. Explain the questions to the applicant to ensure that he or she understands them and their implications.
5. Have the applicant double check the voucher (reference) information provided for completeness and accuracy. Advise the applicant that an inability to contact vouchers will result in a delay in issuing the Permit to Carry a Handgun, and will result in the applicant providing a new reference.
6. If a given answer on the application is unclear or incomplete, question the applicant and clarify the answer.
7. If documentation is needed to support an answer given by the applicant, return the application to the applicant and have them resubmit it when the additional information is supplied. (E.G. The applicant answered, "yes" to question 17, indicating he or she is an alcoholic, the applicant needs to provide a certificate from a medical doctor, or other satisfactory proof, indicating that he or she is no longer suffering from that disability in such a manner that would interfere with or handicap him or her in the handling of firearms.)
8. Verify the applicant's driver's license number by checking his or her license against the application.
9. Run the applicant through NCIC, NJWP (New Jersey Wanted Persons), ATS, and ACS, to see if there is an active warrant for his or her arrest. If there is an active warrant, be sure to confirm it, then arrest the applicant.
10. Check to see if all the fees being submitted are in the proper form and of the correct amount. Ensure that checks or money orders are properly made out.
11. Fingerprint the applicant. (Fingerprints are required with all PTC applications.)
12. Once satisfied that the application is complete and proper, allow the applicant to leave.
13. Submit the applicant's fingerprints and the applicable fee to the SBI.