

Firearms Applicant Instructions

[Additional Necessary Instructions](#)

(On PC, use Ctrl+Click to open in new tab. Mac - Option+Cmd+Click)

A **NJ Firearms Purchaser Identification Card** is for the purchase of a rifle or shotgun (including BB and pellet rifles), as well as handgun ammunition. The cost for the “initial” card is \$5.00. There is no fee for replacement cards (lost/stolen, mutilated, or change of address, name or sex). **You must be 18 years of age or older to apply for a NJ FPID Card.**

A **NJ Permit to Purchase a Handgun** is for the purchase of a handgun. Only one handgun shall be purchased on each permit. **Only one handgun may be purchased every 30 days.** There is no limit to the amount of handgun permits you can apply for, but do realize that they expire 90 days from the date of issue. The permit may be extended for an additional 90 days by the issuing authority (not to exceed 180 days from initial date of issue). You do not need to obtain a NJ Firearms Purchaser Identification Card in order to apply for a NJ Permit to Purchase a Handgun, but it is highly recommended, for you will only be able to purchase handgun ammunition at the time you purchase your handgun. The cost for a NJ Permit to Purchase a Handgun is \$2.00/per permit. **You must be 21 years of age or older to apply for a NJ Permit to Purchase a Handgun.**

Choose one of the **highlighted** scenarios below and thoroughly follow the directions:

If you are applying for your “initial” NJ Firearms Purchaser Identification Card (with or without Handgun Purchase Permits), please follow the steps below:

1. Click on the following link to complete **Form S.T.S. 033 (Revised 09/09)** “Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit”:
<http://www.njsp.org/info/pdf/firearms/sts-033.pdf>
 - **Top of Form** - Check off the appropriate blocks at the top of the form. If you anticipate purchasing a handgun in the next 6 months it is recommended that you apply at this time. It will save you from having to complete another application and undergo another background investigation. Make sure to indicate the number of handgun permits you would like.
 - **Box (12) & (13)** - If you are self-employed list your occupation as well as the name, address and phone number of your business. If you are a student, not employed, unemployed or retired please list this under Box (13) Occupation.
 - **Box (29)** – Please list **FULL** names, addresses and telephone numbers.
 - Once completed, print the form, sign and date Box (30).

2. Click on the following link to complete **Form S.P. 66 (Revised 01/15)** "Consent for Mental Health Records Search":
<http://www.njsp.org/info/pdf/firearms/sp-066.pdf>
 - The top two lines are your personal information and your current Saddle River address. Address 1 & Address 2 are for addresses that you lived at prior to your current address (if you've lived at your current address for 10 years or more, leave this section blank and check the "not applicable" box).
 - Once completed, print the form.
 - **DO NOT** sign the form; your signature will be witnessed by a Saddle River Police Officer when you submit it.

3. Submit **Form S.T.S. 033 (Revised 09/09)** & **Form S.P. 66 (Revised 01/15)** to the Saddle River Police Department along with payment (\$5.00 for the initial card plus \$2.00/per handgun purchase permit). **Payment is by CHECK ONLY made out to the "BOROUGH OF SADDLE RIVER."** In order to verify your identity and confirm your Saddle River residency please provide us with a valid form of ID at the time of submission. We must also verify your US Citizenship. Please bring with you a Birth Certificate or Valid US Passport (If you are not a US Citizen, please bring with you your US Permanent Resident Card). Upon the acceptance and submission of the properly completed forms, the dispatcher will supply you with the appropriate **Fingerprinting Form** and a Case#, which will be entered into Box (7).

4. You must be fingerprinted for an initial application for a NJ FPID Card or a NJ Permit to Purchase a Handgun by the approved fingerprinting vendor listed on the fingerprinting form. At your earliest convenience complete the form and follow the steps at the bottom of the form (Appointment Scheduling) to schedule an appointment with the fingerprinting vendor (the nearest center is located in Paramus). After you've been fingerprinted the technician will fill out the bottom of the form and hand you a receipt. **You must submit the completed form and receipt to the Saddle River Police Department at your earliest convenience.**

If you already possess a valid NJ Firearms Purchaser Identification Card and would like to purchase a handgun(s) and/or apply for a replacement NJ FPID Card (lost/stolen, mutilated, or change of address, name or sex), please follow the steps below:

*You do not need to be re-fingerprinted, but you will need your SBI# located on the front of your NJ Firearms Purchaser Identification Card.

1. Click on the following link to complete **Form S.T.S. 033 (Revised 09/09)** "Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit":
<http://www.njsp.org/info/pdf/firearms/sts-033.pdf>
 - **Top of Form** - Check off the appropriate blocks at the top of the form. Make sure to indicate the number of handgun permits you would like.
 - **Box (12) & (13)** - If you are self-employed, list your occupation as well as the name, address and phone number of your business. If you are a student, not employed or unemployed please list this under Box (13) Occupation.
 - **Box (29)** –Please list **FULL** names, addresses and telephone numbers.
 - Once completed, print the form, sign and date Box (30).
2. Click on the following link to complete **Form S.P. 66 (Revised 01/15)** "Consent for Mental Health Records Search":
<http://www.njsp.org/info/pdf/firearms/sp-066.pdf>
 - The top two lines are your personal information and your current Saddle River address. Address 1 & Address 2 are for addresses that you lived at prior to your current address (leave blank and check the "not applicable" box if you've lived at your current address for 10 or more years).
 - Once completed, print the form.
 - **DO NOT** sign the form; your signature will be witnessed by a Saddle River Police Officer when you submit it.
3. Go to <https://www.njportal.com/njsp/criminalrecords/> to complete an **Online Form 212A**
 - Click **here** for directions **link to word instruction document**
 - Once completed, a receipt with a confirmation number will be emailed to you.
4. Submit your printed **Online Form 212A email receipt with confirmation number, Form S.T.S. 033 (Revised 09/09), Form S.P. 66 (Revised 01/15)** and a **copy of your NJ FPID Card** (if not lost/stolen) to the Saddle River Police Department along with payment (\$2.00/per handgun purchase permit - There is no fee for a replacement card). **Payment is by CHECK ONLY made out to the "BOROUGH OF SADDLE RIVER."**

If you have any questions or require assistance, please contact:

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