







*Saddle River Police Department
County of Bergen
83 East Allendale Road
Saddle River, New Jersey 07458*

Detective Sergeant Jason Nunn #334
Firearms Unit

Tel # (201) 327-5300
Fax # (201) 818-1746
jnunn@saddleriverpd.com

Applicant Instructions for Submitting a Request for a Criminal History Record Information (CHRI) Online Form 212A

- Type the following URL into your web browser: <https://www.njportal.com/njsp/criminalrecords/>
- Click on 
- Enter Saddle River's ORI# **NJ0025800** and click 
- Enter your personal information and click 
- Enter your address & contact information and click 
- Enter your filing information: **Social Security Number**
SBI Number (located on the front of your NJ Firearms Purchaser ID Card)
Reason for Filing Request (N.J.S 2C:58-3 Purchase of Firearms)

*You must read the statement at the bottom of the page and check the box to
agree before clicking 
- Review your information and click 
- Complete by making payment. Each submission costs \$20.00, payable by Visa, MasterCard, Discover or American Express credit or debit card.
- Upon completion, you will receive an emailed receipt with a confirmation number. A copy of the emailed receipt must be printed for submission to the Saddle River Police Department.

**ONCE YOUR SUBMISSION IS REVIEWED BY OUR AGENCY IT WILL BE SUBMITTED TO
THE NJ STATE POLICE FOR PROCESSING.**