



# Township of Aberdeen

ONE ABERDEEN SQUARE, ABERDEEN, NEW JERSEY 07747

Matthew Lloyd  
Chief of Police  
matthew.lloyd@aberdeen.nj.org

## **FIREARMS APPLICANT INSTRUCTIONS**

**THIS PAGE HAS BEEN UPDATED TO INCLUDE RECENT CHANGES TO NJ FIREARMS LAW EFFECTIVE 12/22/22 WHICH ALSO INCREASED FEES FOR BOTH FIREARMS ID CARD AND PERMIT TO PURCHASE HANDGUNS. THIS PAGE HAS ALSO BEEN UPDATED TO INCLUDE THE RECENT IMPLEMENTATION OF ELECTRONIC FIREARMS PURCHASER IDENTIFICATION CARDS (E-FID), ELECTRONIC PERMITS TO PURCHASE HANDGUNS (E-PERMITS), AND OTHER CHANGES TO THE FIREARMS APPLICATION PROCESS. BOTH NEW AND PREVIOUS APPLICANTS SHOULD READ ALL THE BELOW INFORMATION TO AVOID DELAYING THE APPROVAL OF THEIR APPLICATION.**

**APPLICANTS SHOULD BE AWARE THAT THERE ARE REQUIRED STEPS THAT THEY MUST TAKE IN ORDER FOR THEIR APPLICATION TO BE PROCESSED. THE MOST IMPORTANT OF THESE ARE:**

- 1. PAYMENT OF REQUIRED APPLICATION FEES FOR FIREARMS PURCHASER IDENTIFICATION CARDS AND PERMITS TO PURCHASE HANDGUNS TO ABERDEEN POLICE DEPARTMENT.**
- 2. SCHEDULING APPOINTMENT FOR FINGERPRINT SCANNING (NEW APPLICANTS ONLY).**
- 3. COMPLETING SP-66 MENTAL HEALTH SEARCH FORM IF YOU HAVE LIVED OUTSIDE NEW JERSEY AT ANYTIME DURING THE PAST 10 YEARS.**
- 4. PROVIDING CORRECT EMAILS FOR REFERENCES. REFERENCES MUST BE REPUTABLE ADULTS THAT ARE NOT RELATED TO APPLICANT.**

**MOST DELAYS IN THE APPROVAL OF APPLICATIONS ARE THE RESULT OF APPLICANTS NOT COMPLETING THE ABOVE LISTED STEPS.**

**FULL INFORMATION ON ABOVE STEPS CAN BE FOUND FURTHER DOWN ON THIS SITE.**

### **PAYMENT REQUIRED PRIOR TO PROCESSING OF APPLICATIONS**

An application fee for Firearms Purchaser Identification Cards (E-FID) and Permits to Purchase Handguns (E-PERMIT) must be paid prior to the application being processed. New Jersey State Law 2C:58-3 requires this non-refundable payment at the time an application is submitted. **Applicants that fail to submit the application fee payment to the Aberdeen Township Police Department within 30 days of application date will have their application withdrawn., which will require applicant to file a new application.**

**The fee for an initial FID card is \$50.00. There is no charge for a duplicate card (lost, mutilated, change of address)**

**Each handgun permit fee is \$25.00**

**First Time Applicants:** The application fees for your Firearms Purchaser Identification Card (E-FID) and/or Permits to Purchase Handguns (E-PERMIT) are not paid as part of the fees (Currently \$58.00) that that you pay to IdentoGo as part of the fingerprint processing fee.

**Prior Applicants:** The application fees for your Firearms Purchaser Identification Card (E-FID) and/or Permits to Purchase Handguns (E-PERMIT) are not included as part of the \$21.00 fee that was paid as part of the application submission on the NJ State Police Firearms Application and Registration System (FARS). That \$21.00 fee was paid for the State Police to conduct a check on your fingerprint records only.

Prior Applicants applying for Replacement of a Lost/Stolen/Mutilated Card, or for a Change of Address, Change of Name, or Change of Sex are not required to submit any payment. These Electronic Firearms Purchaser Identification Cards (E-FID) are issued at no cost to the applicant. If the application also includes Permit(s) to Purchase Handguns (E-PERMIT(S)), then payment for the permit(s) must be submitted prior to the application being processed.

Your application will not be processed until you have paid the application fee for the Firearms Purchaser Identification Card and/or Permits to Purchase Handguns. Instructions for payment are listed below.

## **APPLYING FOR A PERMIT TO CARRY A HANDGUN**

***\*\*\*\*\*as of 1/10/2023 there are changes to the application process, they are denoted with asterisks and should be read carefully\*\*\*\*\****

**The following instructions are the same for both initial and renewal applications.**

**These instructions are based on the current existing instructions provided by the NJ State Police on their website. Should those instructions subsequently change, then the instructions provided below will no longer be valid and the instructions provided by the NJ State Police on their website will take precedence until such time as we are able to correct our instructions on this website to conform to any updated instructions issued by the NJ State Police.**

**1. YOU MUST APPLY IN PERSON **BY APPOINTMENT ONLY****

**Out of State Resident – apply at non-toll road State Police Barracks closest to your residence.**

**In State Resident – apply to your local police department (State Police patrolled areas apply to local barracks)**

- PLEASE CALL YOUR LOCAL POLICE DEPARTMENT OR STATE POLICE BARRACKS PRIOR TO APPLYING- DO NOT JUST SHOW UP.**
  - Applicants must email Aberdeen Police Firearms Investigators at [Firearms@Aberdeennj.org](mailto:Firearms@Aberdeennj.org) or call 732-583-4200 X204 Monday-Friday 8:30am-4:30pm to schedule a time to submit application. This email address is checked on a regular basis while Firearms Investigators are on duty.**
    - Applicants must be residents of Aberdeen at time of application.**

**PLEASE PROVIDE THE FOLLOWING AT 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. **\*\*\*Two (2)\*\*\* State of New Jersey Applications for Permit to Carry a Handgun, Form SP642. Each application must be double sided and notarized. LINK TO FILLABLE SP642 FORM IS BELOW, COPY LINK AND PLACE IN YOUR BROWSER.**

<https://www.njsp.org/firearms/pdf/sp-642.pdf>

**NOTE: At top of the SP642 form is a space for Municipal Code. Aberdeen's Municipal Code is NJ0133000. This must be. Applications with incorrect information will be returned to applicant for resubmission.**

**\*\*\*REFERENCES: APPLICANTS FOR A PERMIT TO CARRY A HANDGUN WILL BE REQUIRED TO PROVIDE 4 REFERENCES THAT HAVE KNOWN THE APPLICANT FOR AT LEAST 3 YEARS. THESE REFERENCES CANNOT BE RELATED TO THE APPLICANT BY BLOOD OR BY LAW. THE NEW LAW REQUIRES THAT THESE REFERENCES BE INTERVIEWED BY INVESTIGATORS. PLEASE PRINT AN ADDITIONAL REFERENCE PAGE TO SATISFY THIS REQUIREMENT\*\*\***

3. **\*\*\*Two (2) color passport size photographs. Applicant is to attach 1 photo to each of their 2 applications in the space provided at the bottom of page 2. \*\*\*\***
4. **Consent for Mental Health Search, Form SP066 (LINK TO FILLABLE SP066 FORM IS BELOW, COPY LINK AND PLACE IN YOUR BROWSER)**

[https://nj.gov/njsp/firearms/pdf/sp-066\\_201907.pdf](https://nj.gov/njsp/firearms/pdf/sp-066_201907.pdf)

**Applicants must supply an SP-66 form for each New Jersey county that they have resided in during the past 10 years.**

**NOTE: If you have lived out of New Jersey at any time during the past 10 years, additional SP066 forms may be required.**

5. **Written proof of ownership and qualification with the handgun(s) you intend on carrying.**
  - **Proof of ownership can be a purchase receipt or purchase permit, or a notarized letter of ownership listing make, model, caliber, and serial number of the handgun(s) you intend to carry.**
  - **Written qualification must be within six (6) months of application and include Instructor's Name and Certification, make, model, caliber, and serial number of each handgun you intend to carry. YOU MUST SUBMIT A SEPARATE QUALIFICATION FOR EACH HANDGUN YOU INTEND TO CARRY. Qualification forms must be originals- NO COPIES- and be dated and signed by a Certified Firearms Instructor.**

6. **\*\*\*Total cost of application fee is \$200 with two different Money Orders**

**Required. \*\*\***

- **Money Order in the amount of \$50.00 payable to; Treasurer- State of New Jersey**
- **Money Order in the amount of \$150 payable to; Aberdeen Twp.**

7. **Addresses of residences where applicant resided during the past 10 years. (Street address, Town, and State with approximate dates of residency).**
8. **All other required proofs that applicant is “thoroughly familiar with the safe handling and use of handguns as required by N.J.A.C. 13:54-2.4(b)” (Completion of Firearms Training Course, Firearms Safety Training, NJ Use of Force Training)**

**\*\*\*Fingerprints – ALL permit to carry applicants must be fingerprinted. They must schedule fingerprinting at [identogo.com](http://identogo.com)**

**In order to schedule fingerprinting, the applicant must be provided three (3) things by the investigating agency. Case Number (this is different for all agencies), Agency ORI# (NJ0133000) and Service Code which is “2F164B”\*\*\***

**THE REQUIRED WRITTEN FIREARMS QUALIFICATION, IN ACCORDANCE WITH N.J.A.C 13:54-2.4(B) CAN BE OBTAINED AT MOST FIREARMS RANGES THROUGHOUT THE STATE. A LIST OF RANGES IS AVAILABLE ON THE NJ STATE POLICE FIREARMS WEBSITE.**

**A NEW JERSEY PERMIT TO CARRY IS VALID FOR TWO (2) YEARS FROM DATE OF APPROVAL.**

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

**THERE ARE ADDITIONAL REQUIREMENTS THAT WILL TAKE EFFECT IN THE NEXT SEVERAL MONTHS.**

**AS UPDATED INFORMATION IS RECEIVED WE WILL POST THE INFORMATION ON THIS WEBSITE.FOR FURTHER INFORMATION, PLEASE FEEL FREE TO CONTACT OUR FIREARMS INVESTIGATORS AT [FIREARMS@Aberdeennj.org](mailto:FIREARMS@Aberdeennj.org).**