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

The following instructions are the same for the initial and renewal application. You must be at least 21 years old and a resident of the city of Millville and serviced by the Millville Police Department. If you have a Millville mailing address but live in another township, you must apply with the NJ State Police.

A FIREARMS PURCHASER'S ID CARD and a PERMIT TO PURCHASE A HANDGUN are completely separate applications from a Permit to Carry a Handgun, and those applications are completed online at: <https://www.njportal.com/NJSP/FARS>

You must own the handgun(s) you intend to carry before you apply.

A New Jersey Permit to Carry a Handgun is valid for two (2) years from time of approval.

NJSP Firearms Forms: <https://nj.gov/njsp/firearms/forms.shtml>

**YOU MUST PROVIDE THE FOLLOWING AT TIME OF APPLICATION:**

- 1.** Evidence you are thoroughly familiar with the safe handling and use of handguns with written proof of qualification with the handgun(s) you intend on carrying from a certified firearms instructor of a police academy, the Police Training Commission, or a certified firearms instructor of the National Rifle Association.
  - A.** Written qualification must be within six (6) months of application and must include Instructors Name and Certification Number, make, model, caliber and serial number of the handgun(s) you intend to carry.
  - B.** MPD cannot recommend or refer to any specific instructor or company. Information can be obtained from most firearms ranges in the state or by web search.
- 2.** Proof of ownership of ALL handguns you intend to carry.
  - A.** Proof of ownership can be a purchase receipt, photocopy of a permit to purchase a handgun, or a letter of ownership listing make, model, and serial number of the handgun(s).

### 3. Your Application

- A. Form S.P. 642 available at: <https://nj.gov/njsp/firearms/pdf/sp-642.pdf>

**Please note that the 4 references cannot be related to you by either Blood or Law (No relatives)**

- B. Form S.P. 066 available at: [https://nj.gov/njsp/firearms/pdf/sp-066\\_201907.pdf](https://nj.gov/njsp/firearms/pdf/sp-066_201907.pdf)

C. You need ONE NOTARIZED copy of each of the above forms.

D. Two current color passport size photos

1. High resolution photos that are not blurry, grainy, or pixelated.
2. The correct size of the applicant photo is: 1.5 x 1.5 inches.
3. Printed on matte or glossy photo quality paper.
4. Do not digitally change the photo.
5. You cannot submit a damaged photo with holes, creases, or smudges.

4. You must present the following identification required by the State:

A. Driver's License and Birth Certificate, **OR**

B. Driver's License and Passport, **OR**

C. Driver's License and Naturalization Certificate/Green Card

5. 2 Money Orders: One in the amount of \$150.00 payable to: "The City of Millville"  
One in the amount of \$50.00 payable to: "NJSP"  
*(all fees set by state law)*

6. **FINGERPRINTS:** Once you complete numbers 1 thru 5, bring all of that to the Millville Police building 3<sup>rd</sup> floor Records Department.

A. Your packet will be checked for completeness. If any of the preceding items are missing, incorrect, or incomplete, the application will be returned.

B. You will be given an MPD agency case number.

C. You must make an appointment with Identigo at: <https://uenroll.identogo.com/>  
You will need:

1. **Service Code: 2F164B**

2. **Agency ORI# - NJ0061000**

3. Your agency **case number** given to you by Records.

D. Identigo sends your fingerprints to the State. The State matches those prints to your State and FBI records or certifies no prior record. The State then sends the results to Millville PD.

7. **Your application is not completely submitted until Millville PD receives your fingerprint results from the State.** MPD's goal is to have your application reviewed in less than 60 days from the date of submission.