

ROXBURY TOWNSHIP POLICE DEPARTMENT

INSTRUCTIONS FOR PERMIT TO CARRY A HANDGUN

The following instructions are the same for the initial and renewal application

1. Applicants must meet all requirements of the Permit to Purchase a Handgun and Firearms Purchaser Identification Card.
2. Paper application packets may be picked up at headquarters (fillable PDF forms are also available on the NJSP website). You will be given a case number by records which you will need when scheduling fingerprinting.
3. Complete the State of New Jersey Application For a Permit To Carry A Handgun, form S.P. 642 in triplicate. All references must know the applicant for a minimum of 3 years prior to the date of application.
4. All original copies must be signed and notarized.
5. Complete the Consent for Mental Health Search form SP-066.
6. Submit recent documentation from a certified firearms instructor showing familiarity with safe handling the use of handguns.
7. A description, including serial number, of every handgun which the applicant intends to carry must be provided. Only one permit is needed for all such handguns.
8. Submit four color passport sized photographs and copies of your driver's license and birth certificate (or current passport) with your application package.
9. Include a money order in the amount of \$50 payable to "Treasurer, State of New Jersey."
10. Completed applications and all required documents are submitted back to Roxbury Police Records Department for processing.
11. Applicants must schedule their fingerprinting with Identogo at <https://uenroll.identogo.com/workflows/2F164B>. Roxbury's ORI is **NJ0143600**. You will also need your case number.
12. You will be contacted by records when your permit is ready to be picked up at headquarters.

If you have any questions during the process, please call Karen at (973) 448-2040, Mon-Fri 9a-4p.