



## Willingboro Township Police Department

### Criminal Investigations Division

1 Rev. Dr. M.L. King, Jr. Drive, Willingboro, NJ 08046

Phone: (609) 877-3001

Fax: (609) 835-2880

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## FIREARMS PURCHASER IDENTIFICATION CARD / HANDGUN PURCHASE PERMIT APPLICATION PROCEDURE

### General Information

1. Firearms Purchaser Identification Card and Handgun Purchase Permit applicants are required to complete an online form (S.T.S. 033) located at <https://www.njportal.com/njsp/fars>
2. Applicants for a duplicate Firearms Purchaser Identification Card, due to mutilated, lost, stolen, change of address, name, and sex, are also required to complete the online form.
3. Permit to Carry applications cannot be submitted online. Paper applications can be obtained by calling the Willingboro Police Firearms Clerk at 609-877-2200, extension 1047.
4. Applicants are solely responsible for arranging for fingerprinting, completing any applicable online forms and making the required payments.
5. The falsification of information on any of the applications for firearms permits is a violation of NJS 2C:39-10c and is a crime of the third degree. Any falsification may result in criminal charges against you.

### Application Process

1. The Originating Agency Identifier (ORI) Number for Willingboro residents is **NJ0031700**. If an incorrect ORI number is entered on the form, applicants will have to re-apply using the correct ORI number and pay for the process again. All application fees are non-refundable and non-transferable.
2. The online application is applicant driven. Applicants must enter accurate phone numbers and emails for themselves and three reputable references. **REFERENCES CANNOT BE RELATED BY BLOOD OR LAW.**
3. If a reference change or update needs to be made, contact the Firearms Clerk. Please **DO NOT** submit a second application.
4. Applicants **MUST** enter their "Official Name." Simplified versions of names (Joe vs. Joseph) are not permitted.

5. Applicants should advise their references that they will receive emailed reference questions. These can be answered using a smartphone, mobile device, laptop, or desktop computer. Advise them to answer the questions immediately to progress to your background investigation.
6. All **first-time applicants** MUST be fingerprinted. Print the Universal Fingerprint Form generated at the end of the application and follow the instructions provided on the form.
7. All other applicants, including those seeking a duplicate Firearms Purchaser Identification Card, are required to complete the online 212A Criminal History Records Check. Upon completion of the online application process, the S.T.S. 033 and 212A requirements will have been met.
8. After the applicant enters all required information, a REVIEW PAGE appears where the applicant can edit all information entered into the application before final submission. Most issues incurred or created by the applicant during the online application process cannot be altered after submission.
9. If applicable, the online application system will direct you to print and deliver a copy of the SP-66 Consent for Mental Health Records Search form to the Willingboro Police Department.
10. Print both the confirmation page and application at the end of the process. These will be helpful as a quick reference in the event of any issue.
11. Applicants will receive automated email updates throughout the online application process.
12. Applicants must submit a money order payable to the **Willingboro Township** for the below fees before they progress to a background investigation. Applicants shall present the payment in person to the Firearms Clerk. Do NOT mail your payment.
  - a. \$50.00 for initial Firearms Purchaser ID Card (no fee for duplicate cards).
  - b. \$25.00 for each Handgun Purchase Permit.
13. Applications **WILL NOT** be processed until both fingerprints and fees have been received. If after 90 days we have not received fingerprints and fees, your application will be withdrawn.
14. If applicable, schedule an appointment to submit the SP-66 Consent for Mental Health Records Search by calling the Firearms Clerk at 609-877-2200, extension 1047. Any necessary doctor's notes are also to be submitted at this time. Walk-ins will not be accepted.
15. Applicants will be notified through an email from the online system when their Firearms Purchaser ID Card and/or Handgun Purchase Permit(s) are ready. There is no physical

Firearms Purchaser ID Card or Handgun Purchase Permit(s) to pick up at the police station. Applicants will be emailed a copy of their Firearms Purchaser ID Card and/or Handgun Purchase Permit(s) upon approval, which can be printed out.

16. Handgun Permits expire after 180 days consecutively. If you want to purchase a handgun and your permit has expired, you will need to reapply for new permits.
  
17. **ANY AND ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.** If your application is withdrawn for any reason, you will have to pay the fees again once re-application is made.