



Willingboro Township Police Department

Criminal Investigations Division

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

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APPLYING FOR A PERMIT TO CARRY A HANDGUN

1. You must submit two (2) copies of the State of New Jersey Application for Permit to Carry a Handgun Form. The form must be completed in its entirety and notarized.

Link for Application for Permit to Carry a Handgun form:

https://nj.gov/njsp/firearms/pdf/PTC_Updated_Application_20230120.pdf

PTC Instructions Link:

https://nj.gov/njsp/firearms/pdf/NJSP_WEBSITE_REVISION_FOR_PTC.pdf

2. You are required to provide four (4) references. **Your references must NOT be related to you by blood or law AND must have known you for a minimum of three (3) years prior to the date of your application.**
3. You must submit **two (2)** color passport size (1 ½ x 1 ½ inches square) photographs with your application package.
4. Complete the Consent for Mental Health Records Search form. Ensure you list ten (10) years of address history.

Link for Consent for Mental Health Records Search form:

https://nj.gov/njsp/firearms/pdf/sp-066_201907.pdf

***DO NOT** sign your mental health form prior to meeting with the Firearms Clerk. You will need to sign in the clerk's presence.

5. You must provide written proof of ownership and qualification with the handgun(s) you intend on carrying.
 - a. Proof of ownership can be a purchase receipt, purchase permit, or a notarized

letter of ownership listing the make, model, and serial number of your handgun(s).

b. Written qualification must be within six (6) months of the application and must include your Instructor's Name and Certification Number, and the make, model, caliber, and serial number of the handgun(s) you intend to carry. It also **MUST** include your **qualification percentage** of the passing score.

6. You must submit two money orders:

a. \$50.00 made payable to "Treasurer, State of New Jersey"

b. \$150.00 made payable to "Willingboro Township"

7. Please schedule an appointment to turn in your application packet. Please ensure your application packet is complete and consists of the following items:

a. The Permit to Carry a Handgun Application, notarized

b. Two (2) color passport size (1 ½ x 1 ½ inches square) photographs.

c. A completed Consent for Mental Health Records Search Form (ensure you have 10 years of address history listed). Form **MUST** not be signed by applicant until in the clerk's presence.

d. Provide written proof of ownership and qualification with the handgun(s) you intend on carrying.

e. A \$50.00 money order payable to "Treasurer, State of New Jersey" and a \$150.00 money order made payable to "Willingboro Township".

f. Driver's license and Birth Certificate OR Driver's License and Passport OR Driver's license and Naturalization Paperwork/Green card (If born outside of the United States).

g. An appointment **MUST** be made to drop off your completed packet. **DO NOT** show up without an appointment.

8. You **MUST** be fingerprinted for a permit to carry a handgun. You **MUST** be fingerprinted prior to scheduling an appointment with the Firearms Clerk to turn in your application.

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

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

**** THE REQUIRED WRITTEN FIREARMS QUALIFICATION, IN ACCORDANCE WITH N.J.A.C. 13:54-2.4(B), CAN BE OBTAINED AT MOST FIREARM RANGES THROUGHOUT THE STATE. A LIST IS ALSO AVAILABLE BY CLICKING HERE:**

<https://nj.gov/njsp/firearms/shooting-ranges.shtm>