

Borough of Bergenfield
Police Department
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Chief Mustafa Rabbah

Carry Permit Application Instructions / Check List
(Updated 07/15/2022)

*****In order to apply for a Carry Permit, you must submit all of the required documentation listed below to our Records Bureau / Clerks. Please carefully read and follow the instructions as specified, failure to do so may result in the delay of your application. If you have any questions, please contact Detective Tortora (201-387-4000, extension 4112), or Detective Sommer (201-387-4000, extension 4111).**

***** You CANNOT apply for a Carry Permit online through the FARS (Firearms Application Registration System) portal. Armored Car Company applicants must contact NJSP.
(All Applicants Must be at least 21yrs old to apply)**

New or Renewal Applicants Must Have the following documents

- 1. Complete three (3) State of NJ Application for Permit to Carry a Handgun, form S.P. 642. (complete front & back of form) ***All three forms must be NOTARIZED as well*****
- 2. Complete Part 1 of form S.P. 66 (Consent for Mental Health Record Check). ***If you have lived in New York within the last ten (10) years of this application, you must complete a New York Consent for Mental Health Record Check form. A copy of this form will be provided to you by our Records Clerk, when you drop off your application.**
- 3. You need (4) Current / Clear Photographs of applicant (1 ½ x 1 ½ in Passport size) with your full name printed on the back of each photo. **Preferably without glasses or hats / baseball cap****
- 4. Submit a certified check or money order in the amount of \$50 payable to Treasurer; State of New Jersey.**
- 5. All applicants must be fingerprinted when applying for a Carry Permit (new or renewal), there are no exceptions. You will be required to be fingerprinted through IndentoGo (IDEMIA, formerly MorphoTrust USA). Applicants need to be supplied with an Identogo form with their BPD Case number (you will be provided a case number when you drop off your application), Firearm Service Code (Service Code: 2F164B Firearm Licensing) and Agency ORI number (ORI# NJ0020300) on it. ***The nearest Identogo facility is located at 85 Outwater Ln, Garfield, NJ 07026 (Phone# 877-503-5981). Scheduling instructions for Identogo can be found at; (Website) <http://uenroll.identogo.com/>**
- 6. Applicants must submit a Letter of Proficiency: Written proof of qualification and ownership with the handgun(s) you intend to carry if your application is approved, along with a letter from a police range or certified NRA instructor. ***This letter must be NOTARIZED and include the following:**

1. Letterhead and NRA instructor certification number.
 2. Date tested (Within six (6) months).
 3. Type of weapon(s) used.
 4. Number of rounds fired.
 5. Score.
 6. Passage of any test in this State's laws governing use of force in defense of persons or property.
7. Three (3) Reference letters. All references must know the applicant for a minimum of three (3) years. ** The references can also be a family member** (You will be provided with 3 reference letters when you drop off your application)
8. Please make sure to have your Driver's License and Firearm Purchaser Identification Card (Firearms ID Card) with you when you drop off your Carry Permit application at our Records Bureau. ** Applicants will also need to provide us with a current / valid email address.
9. If you have any questions regarding firearm laws in the State of New Jersey, please go to the NJ State Police website under Firearm FAQs (<https://nj.gov/njsp/firearms/firearms-faqs.shtml>).
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Additional Information

Due to the recent surge in Firearm Permit Applications and Carry Permit Applications, we will not be providing applicants with regular updates on the status of the application. If any issues arise during your application process or additional information / documentation is needed, you will be notified by a Detective. Upon completion of the background investigation, you will be notified by a Detective and advised of the outcome of the investigation.

*** If you obtain a permit to carry a handgun in New Jersey, it will expire two years from the date of issuance. New and Renewal applicants are subject to the same application process. If your carry permit expires and you fail to renew it, you may be charged criminally for possessing a weapon without a lawful permit.

*** If the applicant buys a new handgun after they have submitted / obtained a carry permit, they **CANNOT** carry that firearm or add it to their current carry permit. You will have to wait until you renew your carry permit (in 2years) to carry the new firearm. At that time, you will have to qualify and provide a letter of proficiency for the new handgun.

*** Applicants can have more than one handgun listed on their Letter of Proficiency, which they intend to carry, if approved.

*** It is still **illegal** for civilians to carry Hollow Point ammunition in NJ. Civilians may purchase and possess hollow point ammunition in their home or on land owned by them. Ammunition lacking a hollow cavity at the tip, such as those with a polymer filling, are not considered to be hollow point ammunition. An example of this can be seen with the Hornady Critical Defense / Critical Duty, Cor-Bon PowRball / Glaser Safety Slug and Nosler Inc. Defense ammunition. (See NJ State Police Website - Firearms -FAQ)

*** All required forms can be obtained from the New Jersey State Police Website, under Forms to Download, Firearm Forms (<https://nj.gov/njsp/firearms/forms.shtml>). The forms are PDF format and you will need to the following forms;

S.P. 642 - Permit to Carry (3 Copies)

S.P. 066 - Consent for Mental Health Record Search