



PERMIT TO CARRY APPLICATION INSTRUCTIONS (Updated 6/28/2022)

1. Complete a State of NJ Application for Permit to Carry a Handgun, form S.P. 642(rev3/15) this can be found on the NJSP website. Three (3) originals needed to be submitted.
2. All three (3) applications must be notarized.
3. Complete Part 1 of the Mental Health Records Search Consent Form. This can also be found on the NJ State Police website, form S.P.-66(rev 1/15).
4. Have all three (3) references endorse each application. All references must know the applicant a minimum of three (3) years.
5. 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:
 - Letterhead and NRA instructor certification number.
 - Date tested (within six (6) months).
 - Type of weapon(s) used.
 - Number of rounds fired.
 - Score.
6. Photographs: Submit four (4) 1.5 x 1.5 photographs, color or black and white are acceptable, preferably without glasses.
7. Submit a certified check or money order in the amount of \$50 payable to Treasurer, State of New Jersey.
8. Once your application is complete and submitted, you will be required to be fingerprinted through Identogo by MorphoTrust USA. A form with the case number and firearms service code will be provided to you, which you will need to be fingerprinted. This form, along with your receipt, must be returned to our department for us to proceed.