

FIREARMS APPLICATION INSTRUCTIONS

FIREARMS ID CARD

Applicant will initiate the Firearms Application process at the Police Department. (The address and phone number of **two non-related references** will need to be provided on the application.)

There is a \$5.00 processing fee for the Firearms ID Card. Fee can be paid in cash or by personal check, made payable to the **Township of Bernards**.

Applicant will then be given the paperwork necessary to schedule an appointment to be fingerprinted at an independent facility (the 2 locations closest to Bernards Township is Parsippany or South Plainfield). The fee for fingerprinting is \$60.25. **Fingerprinting is no longer done at the Police Department for Firearms Applications, as per change in procedure as directed by the State Police.**

PERMIT TO PURCHASE A HANDGUN

If the applicant is applying for a Firearms ID card at the same time that they are applying for a Permit to Purchase, a separate criminal history check is not necessary.

If the applicant is applying for a Permit to Purchase a Handgun *within a year of last being fingerprinted*, the applicant will need an \$18.00 Bank or Postal Money Order, Certified Bank Check, or Cashiers Check for a Criminal History Check. Please make the check payable to: **NJ Division of State Police-SBI. No personal checks or cash will be accepted.**

There is an additional \$2.00 fee for each Permit to Purchase a handgun. This can be paid in cash or by personal check to the **Township of Bernards**.

CHANGE OF ADDRESS

A background check is required to issue a new Firearms ID card. If the change of address occurs more than a year after the applicant has last been fingerprinted for Firearms, you will be required to be fingerprinted at the independent facility as mentioned above. A criminal history check will be sufficient (\$16 fee) if the applicant has been fingerprinted within the year.

IT IS THE POLICY OF THE BERNARDS TOWNSHIP POLICE DEPARTMENT THAT FIREARM APPLICANTS BE REFINGERPRINTED IF MORE THAN A YEAR HAS LAPSED SINCE LAST APPLYING FOR EITHER AN ID CARD OR A PERMIT TO PURCHASE A HANDGUN.

ANY QUESTIONS PLEASE CONTACT VIVIAN FENTRESS AT (908) 204-3161.