FIREARM APPLICANT REQUIREMENTS

CARRY PERMIT APPLICATION

(READ PROCEDURES BEFORE COMPLETING)

1. Print or Type (3) three SP-624 Permit to carry applications.

2. Have all (3) three applications notarized. (Out of State notary acceptable).

3. Print or Type (3) three references letters. You must have known them for a minimum of (3) years.

4. Print or type both forms of the Consent for Mental Health Records Search form (part one only). This form must be signed in the presence of a Newark Police firearms investigator who will sign as the witness.

5. **LETER OF PROFICIENCY:** Submit a letter from a Police range or Certified NRA Instructor.
   - 1) - Letter and NRA Instructor certification number. Please notarized
   - 2)- Date tested (within (6) six months)
   - 3) - Type of weapons used.
   - 4) - Number of rounds fired.
   - 5)- Score

6. **Letter Of Need:** Submit a letter from your employer stating the reason and need to carry a handgun. Please have notarized.
   *****The reason should be in detail*****and must include: A list of counties in which you will work or travel through. Should the applicant be terminated from employment, for any reason the Superior Court Judge that issued the permit will be notified. In addition the permit to carry will be surrendered.

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7. Submit (4) 1 ½ + 1 ½ photographs with the application, color or black and white are acceptable (preferably without glasses). Please label your photos with your name and social security number.

8. **Fee:**

Submit a $20.00 money order made payable to:
"Treasurer, State of New Jersey

Once your application has been submitted to the Newark Police Department you will be provided with a "Morpho Trak" application and will be directed to contact this private vendor either by phone or internet to schedule an appointment. Morpho Trak will be responsible for taking fingerprints which will be sent to the FBI and NJ State Police for the criminal record check. There will be an additional fee for $60.25 which is indicated on the morpho Trak form.

Please be advised once you received the Morpho Trak Form from this office you will have 30 days from the date you submit your application to get fingerprinted.

Please contact the below Detectives for an appointment.

For applicants who last name starts with the letters from A-M contact Det. Victor at (973) 733-6063.

For applicants who last name starts with the letters from N-Z contact Det. Sanders at (973) 733-6017.