



# CLEMENTON POLICE DEPARTMENT

## **INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR PERMIT TO CARRY A HANDGUN**

ALL REQUIRED DOCUMENTS LISTED IN THESE INSTRUCTIONS ARE AVAILABLE IN PDF FORMAT ON THE NJSP WEBSITE FIREARMS SECTION UNDER PUBLIC INFORMATION:

[www.njsp.org](http://www.njsp.org)

1. One State of New Jersey Application for Permit to Carry a Handgun, Form SP642. Must be double sided and notarized prior to dropping off your packet at the Police Department. Do not print single sided.
  - Have four (4) references endorse these forms. You must have known them for a minimum of three (3) years and cannot be a relative. You can print out the backside (page 2) of the application to add the 4<sup>th</sup> required reference. All references will receive a call from the Clementon Police Firearms Unit.
2. Complete the Consent for mental Health Form, SP066, signature witnessed by a Clementon Police Department Clerk or Officer at the time application is submitted.
3. Written proof of ownership and qualification with the handgun(s) you intend on carrying.
  - Proof of ownership can be a purchase receipt, purchase permit, or a notarized letter of ownership listing make, model and serial number of handgun(s).
  - Written qualification must be within six (6) months of application and must include Instructor's Name and Certification Number, make model, caliber, and serial number of handgun(s) you intend to carry.

4. Two (2) Money Orders: One (1) in the amount of \$50.00 payable to “State of New Jersey – Treasurer” and One (1) in the amount of \$150.00 payable to “Clementon Police Department”. (No personal checks permitted)
5. New Proof of fingerprinting from Identogo for Firearms. This is required for every Conceal Carry application, whether initial or renewal. Fingerprints for Firearms completed within 6 months of submission of your Conceal Carry Application will be accepted, and you will not be required to be fingerprinted again. This must have been within 6 months of submission of your application.

**Please be sure to bring the following with you when turning in your completed application packet:**

1. Driver’s License and one of the following: Birth Certificate, US Passport, or Naturalization Paperwork/Green Card.
2. Consent for Mental Health Records Search form SP066
3. A Money Order in the amount of \$50.00 payable to “Treasurer, State of New Jersey”. (No cash / no personal checks^)
4. Cash or Money Order in the amount of \$150.00 payable to “Clementon Police Department”. (personal checks are not accepted).
5. Two (2) color passport size photographs.
6. Fingerprint confirmation from Identogo (if you have not been fingerprinted within six (6) months).
7. Your qualification(s) letter from a certified Instructor.

**Once we receive your completed packet, and fingerprint response, a thorough background check will be completed of your four references, for a phone interview. These interviews are mandatory and your application will not be approved until they are completed.**

All Applicants Initial and Renewal, unless fingerprinted within the past six months for permit to carry a handgun, must be fingerprinted at an Identogo Facility. See below for instructions on how to schedule your appointment.

The required written firearms qualification, in accordance with N.J.A.C. 13:54-2.4(b) can be obtained at most firearms ranges throughout the state. A list is also available on the NJ State Police website [www.njsp.org](http://www.njsp.org) under Public Information > Firearms > Information > New Jersey Shooting Ranges for qualification.

If an application is incomplete 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.

## **INFORMATION – SETTING UP YOUR FINGERPRINT APPOINTMENT WITH IDENTOGO**

From the homepage, select “Get Fingerprinted” and select New Jersey from the drop-down list.

1. Select “Digital Fingerprinting” to proceed to the proper appointment.
2. Enter Service Code **2f164b**
3. Schedule or Manage Appointment
4. Our ORI Originating Agency Number is **NJ0041000** *\*\*See disclaimer below*
5. **You will also need a Contributor’s Case number which must be obtained by the Police Department. Contact us and ask for the Firearms Lieutenancy to obtain this number. You cannot proceed without this number.**

***\*\*MAKE SURE YOU LIVE IN THE BOROUGH OF CLEMENTON BEFORE ENTERING YOUR ORI NUMBER. IF YOU LIVE IN GLOUCESTER TOWNSHIP BUT HAVE A CLEMENTON POST OFFICE ADDRESS (EG. CHERRYWOOD / MILLBRIDGE / LA COSCATA ETC.) YOUR APPLICATION MUST HAVE GLOUCESTER TOWNSHIP’S ORI – NOT CLEMENTON. THIS WILL CAUSE YOUR APPLICATION TO BE REJECTED. IF YOU ARE NOT SURE, CONTACT EITHER POLICE DEPARTMENT TO OBTAIN YOUR PROPER JURISDICTION.\*\****