

Township of Ocean Police Department

Firearms Procedures

PROCEDURES FOR OBTAINING A FIREARMS IDENTIFICATION CARD:

1. Applicants must come to Police Headquarters and provide identification that they are a resident of the Township of Ocean.
2. Applicants will be given an application to be fingerprinted by MorphoTrak, 39 Cindy Lane, Ocean Township, NJ 07712.
 - Applicants can schedule their fingerprint appointments using the MorphoTrak website www.bioapplicant.com/nj. The website is the best and most readily available method of scheduling, but if necessary they can utilize their call center at 1-877-503-5981.
 - MorphoTrak will accept Visa, MasterCard, Electronic Check and Money Order as payment for fingerprint services.
 - Directions to MorphoTrak will be given during your phone call for the appointment.

The Township of Ocean Police Department does not do fingerprinting.

3. Our Department will be notified by the State Police that your fingerprints have been completed.
4. Then it is the applicants responsibility to obtain a **Firearms Application** and **Mental Health Form**, which can be found on the New Jersey State Police - Firearms website – <http://www.state.nj.us/njsp/info/forms.html#firearms>.
5. Completed Firearms Application and Mental Health Form are then submitted to the Township of Ocean Police Department – Firearms Unit.
 - Submissions must include payment of \$5.00 for the Identification Card and \$2.00 for each Pistol Purchase Permit – checks or money orders are to be made payable to: **Township of Ocean**.
6. When your fingerprints, Application, Mental Health Form and payment have been completed; and both reference letters received your file will then be assigned to a Detective for background and/or review.
 - The Detective will then forward his/her findings through the Chain of Command to the Chief of Police for final approval or denial.
7. If approved the Firearms ID Card will be prepared and given to the Chief of Police for his signature and a letter will be sent to the Applicant notifying them when they can pickup their Firearms Identification Card.
8. If the application has been denied by the Chief of Police a letter will be sent to the Applicant – via Certified Mail - notifying them of the Appeal process.

Status inquiries for applications may be made by calling – 732-531-1800 x 212.

Township of Ocean Police Department

Firearms Procedures

INSTRUCTIONS ON APPLYING FOR SUBSEQUENT PISTOL PURCHASE PERMIT(S):

1. Applicant must already possess a Firearms Identification Card and be a resident of the Township of Ocean.
2. Obtain and complete an application for a **Pistol Purchase Permit** and **Mental Health Form**, which can be found on the New Jersey State Police - Firearms website – <http://www.state.nj.us/njsp/info/forms.html#firearms>.
3. Completed Pistol Purchase Permit and Mental Health Form are then submitted to the Township of Ocean Police Department – Firearms Unit.
 - Submissions must include payment of an \$18.00 Money Order or bank check made payable to: **NJ State Police – SBI**, and \$2.00 for each Pistol Purchase Permit – checks or money orders are to be made payable to: **Township of Ocean**.
4. The applicant will then need to complete a SBI 212a Form that is required for your \$18.00 payment.
 - The SBI 212a form will be submitted to the NJ State Police for an updated fingerprint history.
 - **NOTE: Currently this process takes the NJSP approx. 4-6 weeks.**
5. When the results of your fingerprints history, Application, Mental Health Form and both reference letters have been received your file will then be assigned to a Detective for background and/or review.
 - The Detective will then forward his/her findings through the Chain of Command to the Chief of Police for final approval or denial.
6. If approved the Pistol Purchase Permit(s) will be prepared and given to the Chief of Police for his signature(s) and a letter will be sent to the Applicant notifying them when they can pickup their Pistol Purchase Permit(s).
7. If the application has been denied by the Chief of Police a letter will be sent to the Applicant – via Certified Mail - notifying them of the Appeal process.

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Firearms Procedures

INSTRUCTIONS FOR CHANGE OF ADDRESS:

1. Applicant must provide identification with your new address (NJ Drivers License) shown within the Township of Ocean.
2. Obtain and complete an application for a **Change of Address** and a **Mental Health Form**, which can be found on the New Jersey State Police – Firearms website – <http://www.state.nj.us/njsp/info/forms.html#firearms>.
3. Completed **Change of Address** and a **Mental Health Form** are then submitted to the Township of Ocean Police Department – Firearms Unit.
 - Submissions must include payment of an \$18.00 Money Order or bank check made payable to: **NJ State Police – SBI**.
4. The applicant will then need to complete a SBI 212a Form that is required for your \$18.00 payment. This form will be sent to the State Police for a history of your fingerprints.
 - The SBI 212a form will be submitted to the NJ State Police for an updated fingerprint history.
 - **NOTE: Currently this process takes the NJSP approx. 4-6 weeks.**
5. When the results of your fingerprints history, Application, Mental Health Form, both reference letters and your previous Firearms Files have been received your file will then be assigned to a Detective for background and/or review.
 - The Detective will then forward his/her findings through the Chain of Command to the Chief of Police for final approval or denial.
6. If approved the Firearms ID Card will be prepared and given to the Chief of Police for his signature and a letter will be sent to the Applicant notifying them when they can pickup their Firearms Identification Card.
7. If the application has been denied by the Chief of Police a letter will be sent to the Applicant – via Certified Mail - notifying them of the Appeal process.

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INSTRUCTIONS FOR APPLYING FOR A DUPLICATE FIREARMS IDENTIFICATION CARD:

1. If you have lost or misplaced your Firearms Identification Card, you must file a Police Report with the agency where the loss/misplacement occurred before applying for a replacement.
 - If the Loss/misplacement occurred within the Township of Ocean or Village of Loch Arbour ask to see an Officer to make a Lost or Misplaced Card report.
 - If the Loss/Misplacement occurred in another town you will need to make the report in that jurisdiction.
 - When your Police Report has been completed you may apply for a replacement Firearms Identification Card.
2. Obtain and complete an application for a **Duplicate Firearms Identification Card** and **Mental Health Form**, which can be found on the New Jersey State Police – Firearms website – <http://www.state.nj.us/njsp/info/forms.html#firearms>.
3. Completed Duplicated Firearms Identification Card, Mental Health Form and a copy of the Police Report are then submitted to the Township of Ocean Police Department – Firearms Unit.
 - Submissions must include payment of an \$18.00 Money Order or bank check made payable to: **NJ State Police – SBI**, and \$5.00 for the Identification Card – checks or money orders are to be made payable to: **Township of Ocean**.
4. The applicant will then need to complete a SBI 212a Form that is required for your \$18.00 payment. This form will be sent to the State Police for a history of your fingerprints.
 - The SBI 212a form will be submitted to the NJ State Police for an updated fingerprint history.
 - **NOTE: Currently this process takes the NJSP approx. 4-6 weeks.**
5. When the results of your fingerprints history, Application, Mental Health Form, copy of the Police Report and both reference letters have been received your file will then be assigned to a Detective for background and/or review.
 - The Detective will then forward his/her findings through the Chain of Command to the Chief of Police for final approval or denial.
6. If approved the Firearms ID Card will be prepared and given to the Chief of Police for his signature and a letter will be sent to the Applicant notifying them when they can pickup their Firearms Identification Card.
7. If the application has been denied by the Chief of Police a letter will be sent to the Applicant – via Certified Mail - notifying them of the Appeal process.

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Revised 9/9/2010