

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 MorphoTrust at 39 Cindy Lane, Ocean Township, NJ 07712.
 - Applicants can schedule their fingerprint appointment using the MorphoTrust website www.bioapplicant.com/nj. The website is the best method of scheduling, but if necessary you can utilize their call center at 1-877-503-5981.
 - MorphoTrust will accept Visa, MasterCard, Electronic Check and Money Order as payment for fingerprint services.

The Township of Ocean Police Department does NOT fingerprint.
3. Our Department will be notified by the State Police that your fingerprints have been completed. (Applicant will NOT be notified).
4. It is the applicants' responsibility to obtain an **Application for Firearms Purchaser ID Card/Application to Purchase a Handgun** and **Consent for 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 – cash, check or money order is to be made payable to: **Township of Ocean**. (One check for the total is acceptable).
6. At that time, a “form” letter will be mailed to your listed references. Upon receipt of both reference letters, your file will 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 the Applicant will be notified by phone when they can pick up 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.

For status inquiries on applications call 732-531-1803.

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 Firearms Purchaser ID Card/Application to Purchase a Handgun** and **Consent for 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. Your criminal history must be checked. The applicant will need to log on and register at <https://www.njportal.com/njsp/criminalrecords> (See attachment for instructions). There is a \$20.00 fee, payable online to the New Jersey State Police.
 - The results of the criminal history will be forwarded directly to the Ocean Township Police department in approximately 5 working days.
4. The completed **Application** and **Mental Health** Form are submitted to the Township of Ocean Police Department – Firearms Unit.
 - Submissions must include payment of \$2.00 for each Pistol Purchase Permit – cash, check or money order made payable to: **Township of Ocean**.
5. When the results of your Criminal 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 the applicant will be notified by phone, advising when they can pick up 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.

For status inquiries on applications call 732-531-1803.

Township of Ocean Police Department

Firearms Procedures

INSTRUCTIONS FOR CHANGE OF ADDRESS:

1. Applicant must provide identification with your new address (NJ Drivers License) located within the Township of Ocean.
2. Obtain and complete an **Application for Firearms Purchaser ID Card/Application to Purchase a Handgun (check box indicating change of address)** and a **Consent for 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. Your criminal history must be checked. The applicant will need to log on and register at <https://www.njportal.com/njsp/criminalrecords> (See attachment for instructions). There is a \$20.00 fee, payable online to the New Jersey State Police.
 - The results of the criminal history will be forwarded directly to the Ocean Township Police department in approximately 5 working days.
4. When the results of your fingerprints history, Application, Consent for 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.
5. If approved the Firearms ID Card will be prepared and given to the Chief of Police for his signature, and the applicant will be notified by phone advising when they can pick up their Firearms Identification Card.
6. 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.

For status inquiries on applications call 732-531-1803.

Township of Ocean Police Department

Firearms Procedures

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, 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 Firearms Purchaser ID Card/Application to Purchase a Handgun (check box indicating reason for duplicate firearms identification card)** and **Consent for 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 application for Duplicate 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.
4. In addition, your criminal history must be checked. The applicant will need to log on and register at <https://www.njportal.com/njsp/criminalrecords> (See attachment for instructions). There is a \$20.00 fee, payable online to the New Jersey State Police.
 - The results of the criminal history will be forwarded directly to the Ocean Township Police department in approximately 5 working days.
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 the applicant will be notified by phone advising them when they can pick up 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.

For status inquiries on applications call 732-531-1803.

(ATTACHMENT)

**APPLICANT INSTRUCTIONS FOR
CRIMINAL HISTORY CHECK**

- Log on to <https://www.njportal.com/njsp/criminalrecords> and click on the **Online Form 212A**, a highlighted block located on the lower left side of the page.
- ORI number for Ocean Township is **NJ0133700**
- Follow the prompts for demographic and payment information
- Upon completion of the form, you will receive an email confirmation and receipt that will include a confirmation number.
- The request will then be forwarded to the Police Department's work queue for approval and submission to the NJ State Police for processing.
- The applicant can find more detailed information by clicking on the **HELP TAB**, located on the top right side of the page.

There is a **\$20.00** fee.