

**NEW JERSEY STATE POLICE**  
**Firearms Investigation Unit**



**Firearms Applicant**  
**Investigation Guide**

Rev. 03/01



## State of New Jersey

DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
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CHRISTINE TODD WHITMAN  
*Governor*

September 20, 2000

Dear Member of the Law-Enforcement Community:

We are pleased to provide you and your agency with an updated Firearms Guidebook. This guide was prepared by the New Jersey State Police Firearms Investigation Unit to help ensure that firearm regulations in New Jersey are enforced in a standardized manner. The guidebook covers every aspect of the firearms' application process, clarifies background investigations, and introduces a uniform report for recording the findings of the investigator. This guide also details the qualifications and procedures necessary for a retired police officer to obtain a Retired Law Enforcement Officer Permit to Carry a Handgun.

We strongly encourage you to use the guidebook frequently and to encourage your fellow officers to utilize it as well. We believe that any questions regarding the firearms' application process are answered clearly and concisely in the reference material.

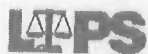
As members of New Jersey's law-enforcement community, we have a direct responsibility to ensure that the state's firearms laws are enforced in a uniform and judicious manner. To this end, we hope that this guidebook will enhance your own agency's efforts in this most important area.

If you have any questions that are not answered in the guidebook, or any other concerns or comments, please do not hesitate to contact a member of the Firearms Investigations Unit at 609-882-2000, extension 2664.

FOR COLONEL CARSON J. DUNBAR, JR.  
SUPERINTENDENT

Sincerely,

Vincent Modarelli  
Lieutenant Colonel  
Deputy Superintendent of Investigations





# Forward

## FORWARD

This guide was prepared and distributed by the New Jersey State Police Firearms Investigation Unit, State Regulatory Bureau, Special and Technical Services Section. It is intended to serve as a statewide guide, making uniform the processing and investigating of firearm applicants. Members of the Division of State Police are required to follow all procedures contained herein. Members of the Division of State Police and municipal police agencies are to thoroughly review this guide and to adopt these procedures for processing firearm applicants.

New Jersey Statutes (NJSA 2C: 58-3 et. seq.) are the foundation for firearm applicant investigation. These statutes are reinforced by the New Jersey Administrative Code (NJAC 13:54-1 et. seq.) Authority is vested in the Superintendent of State Police and the Chief of Police of an organized, full-time police department to investigate firearm applicants and to issue or deny issuance of permits. The conditions that firearm applicants must meet are outlined in NJSA 2C: 58-3c.

This guide will discuss and review the procedures for investigating persons who make application for Firearms Purchaser Identification Cards, Permit to Purchase a Handgun & Form of Register, and Permit to Carry a Handgun. It will clarify many of the misunderstandings associated with the background investigation process. It will also introduce a uniform report employed for recording the findings of the investigator.

Contained within are samples of forms used to process and investigate firearm applicants. These forms are available to any full-time police department. Please check the section at the end of this guide for the location of the State Police laboratory where your agency may obtain any needed forms.

Both the form and fee schedule in this guide are based on New Jersey law and the Administrative Code. Police departments and municipalities should be aware that NJSA 2C: 58-3f states, in part, that, "There shall be no conditions or requirements added to the form or content of the application, or required by the licensing authority for the issuance of a permit or identification card, other than those that are specifically set forth in this chapter." Therefore, applicants cannot be required to submit resumes, photographs (other than for permits to carry), diagrams of their residence(s), or any other information not stipulated by law or code. Applicants cannot be required to complete additional forms, not directly stipulated by law or code. Neither can they be required to pay processing fees, separate fees for the collection of fingerprints, fees to process the Mental Health Records Search form, or any other fees.

Finally, this guide will review the qualifications and procedures for a retired police officer to obtain a Retired Law Enforcement Officer Permit to Carry a Handgun.



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# General Information

## General Information

### Applications:

1. Applications for a Firearms Purchaser Identification Card, or Permit to Purchase a Handgun (STS 33) may be obtained and filed at the applicant's local police department. Applicants who reside in a municipality without a full-time municipal police department obtain and file their applications at their local State Police station. Applicants who reside outside of New Jersey may make application (Firearms Purchaser Identification Card and Permit to Carry a Handgun ONLY) at the State Police station (except toll road stations) located geographically closest to where they reside.
2. Applications for Permit to Carry a Handgun (SP 642) are obtained in the same manner as stated above. Employees of armored car companies and individuals who reside outside of New Jersey, **are required by law to make application for carry permits with the State Police.**
3. Applicants for Wholesale and Retail Firearms Dealers Licenses are required to file their applications for such licenses with the State Police. They should be directed to contact the Firearms Investigation Unit at Division Headquarters.
4. Applicants for a Duplicate Firearms Purchaser Identification Card (STS-3) may obtain and file applications at their local police department. Applicants who reside in a municipality without an organized full-time police department, or who reside outside of New Jersey, may obtain and file their application at the State Police station serving their area. (Out of state applicants will utilize the State Police station geographically closest to their residence.)
5. The applicant shall personally complete the application forms.
6. Investigators should check applications and all forms attached thereto for completeness at the time of submission.
7. The investigator should confirm the applicant's identification to his or her satisfaction.
8. Applicants should be made aware of the 'disabilities' as outlined in NJSA 2C: 58-3c that preclude them from obtaining a firearm permit.
9. Applicants should be advised that falsification of any information on an application or related document is a crime of the third degree under NJSA 2C: 39-10c.
10. Eligible retiring police officers may obtain applications for their permits to carry at any State Police station. Renewal applications must be filed yearly and are available at any State Police station.
11. Retired officers are reminded that they must submit semi-annual training records (qualifications) to the Firearms Investigation Unit to maintain the validity of their permit to carry.



12. An application for a Retired Police Officers Permit to Carry must be filed with the Division of State Police **not later than six months after the officer's effective retirement (2C: 39-6L1).**

**Investigation:**



**Questions?**

Please consult the F.A.Q. section of this guide. If the question is not answered contact the:

New Jersey State Police  
Firearms Investigation Unit  
P.O. Box 7068  
West Trenton, NJ 08628-0068

Voice: 609-882-2000 ext. 6619 \*Unit Supervisor  
2555 \*Assistant Unit Supervisor  
6612 \*N.I.C.S. (National Instant Check) liaison  
6617 \*Special Investigation Squad supervisor  
6618 \*Retired Police Officer Line  
2063 \*Retired Police Officer Line

Fax: 609-406-9826 (Direct Line)



# Firearms ID Cards

## Firearms Purchaser Identification Card

For Rifles (including Black Powder & BB or Pellet) and Shotguns

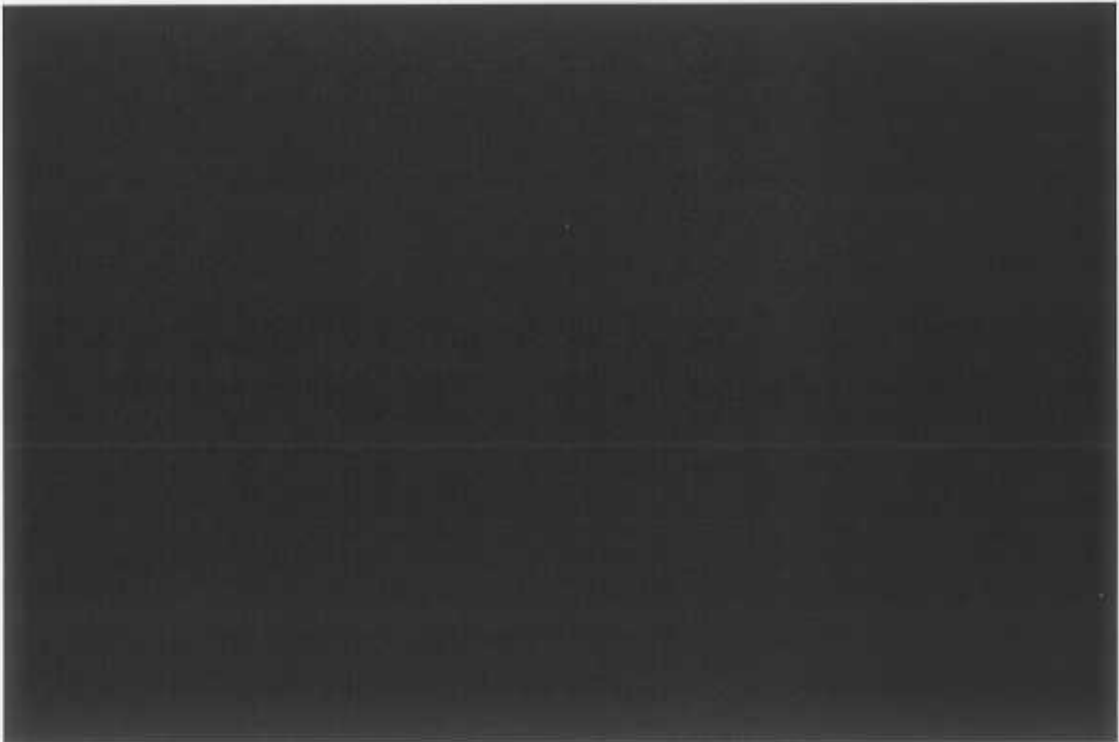
### Applicant:

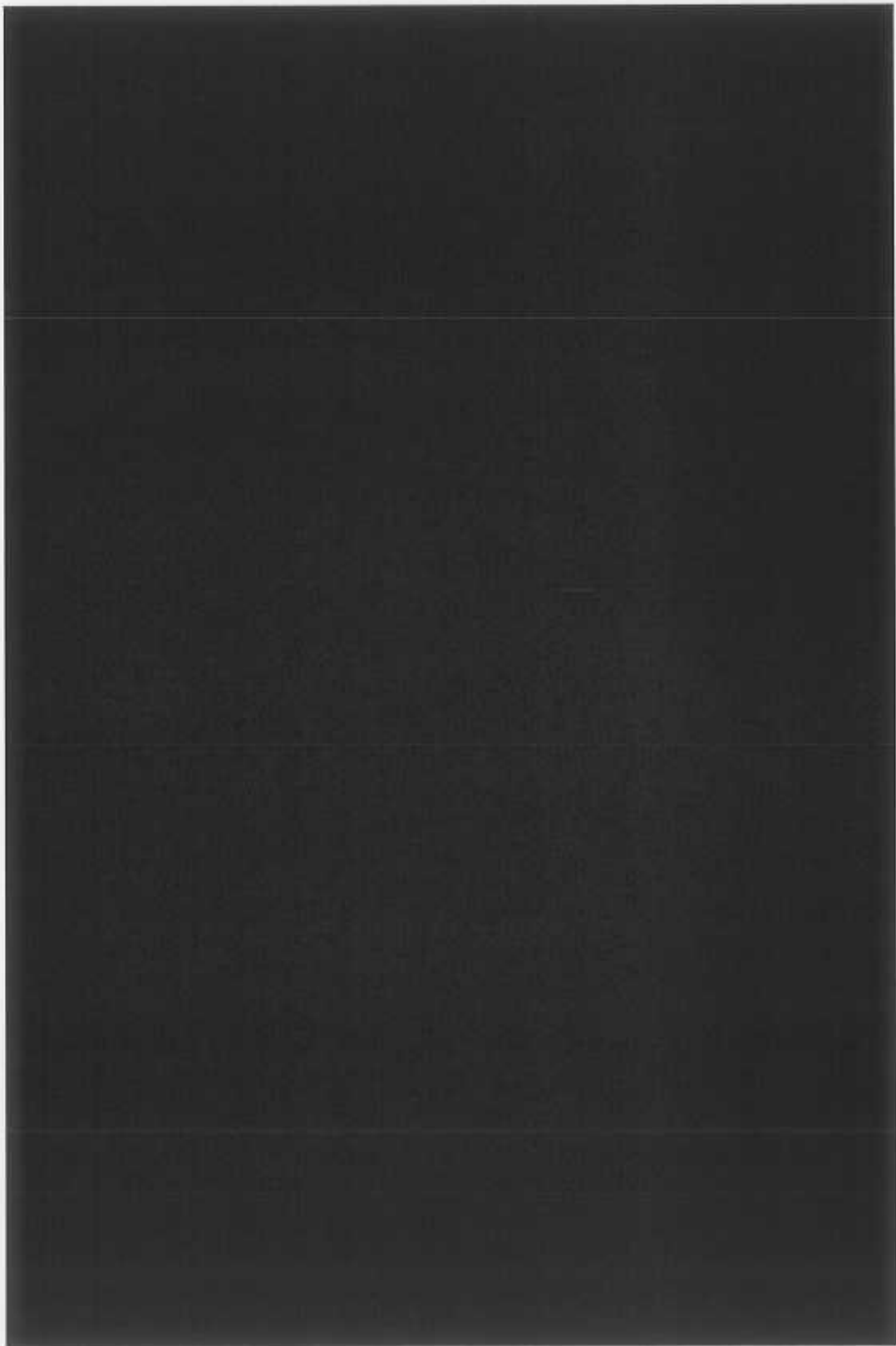
1. Must be at least eighteen years of age.
2. Must be of good character and of good repute in the community in which he or she lives.
3. Can never have been convicted of a **crime** of the first, second, third or fourth degree in this state, or the equivalent in another state or jurisdiction, that has not been expunged or sealed.
4. Must not be a drug dependent person as defined in section 2 of P.L. 1970, c.226 (C.24: 21-2).
5. Must not be currently confined for a mental disorder to a hospital, mental institution or sanitarium.
6. Must not be a habitual drunkard.
7. Cannot suffer from a physical defect or disease that would make it unsafe for him or her to handle firearms.
8. Can never have been confined for a mental disorder.
9. Cannot be an alcoholic.
10. Persons who do not meet the requirements of items seven, eight and nine above are ineligible to obtain a Firearms Purchaser Identification Card unless such person produces a certificate of a medical doctor or psychiatrist licensed in New Jersey, or other satisfactory proof, that he or she is no longer suffering from that particular disability in such a manner that would interfere with or handicap him or her in the handling of firearms.
11. Must not knowingly falsify any information on the application form or any other required document.
12. Must not be subject to a court order issued pursuant to section 13 of P.L. 1991, c.261 (C.2C: 25-29) prohibiting the applicant from possessing any firearm.
13. Must not be a person where the issuance of such permit would not be in the interest of the public health, safety or welfare.

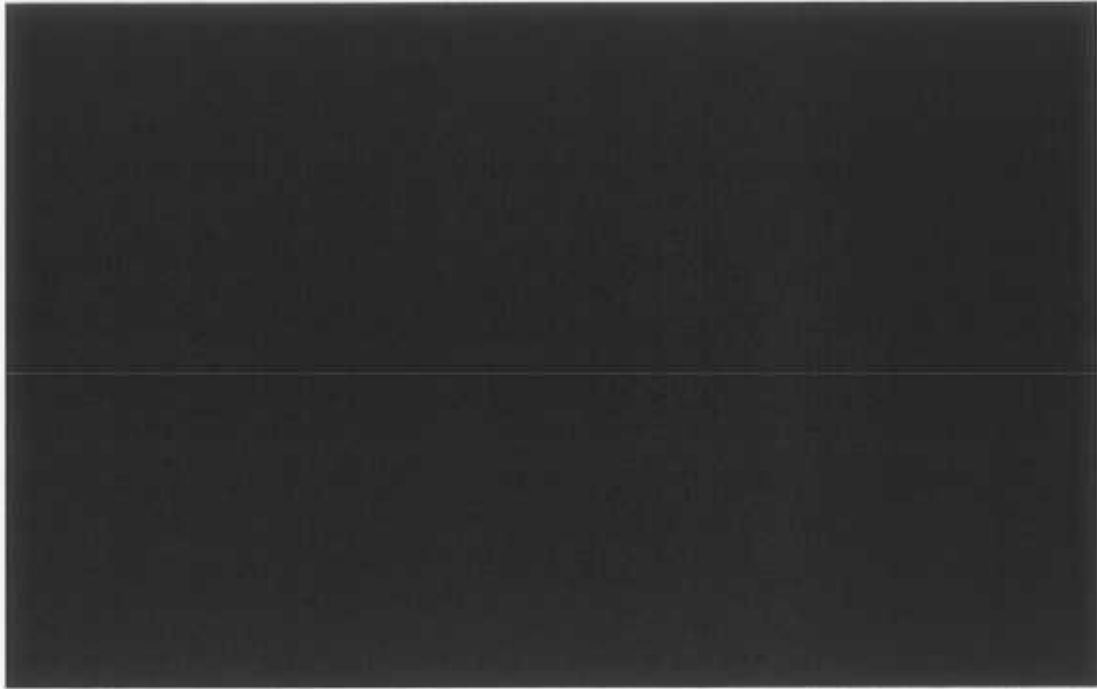
**Application Process:**

1. The applicant needs to complete the application (STS-33) in its entirety and submit the appropriate fee.
2. The applicant needs to complete Part One of the 'Consent for Mental Health Records Search' (SP-66) form. The applicant should sign and date this form in the presence of the investigating officer, or other enlisted (sworn) officer if the investigating officer is not present. The officer receiving the form should sign it in the space provided for "Witness" and provide the department's information on the appropriate line. State Police personnel will list their assigned station.
3. If the applicant has not previously applied with your agency for a handgun purchase permit, then the applicant is to be fingerprinted by your department on both a state applicant fingerprint card (SBI-19) and a federal applicant fingerprint card (FD-258), and submit the appropriate fee.
4. If the applicant has been previously issued a handgun purchase permit by your department, **AND** has a valid SBI (State Bureau of Identification) number, by statute this applicant need not be fingerprinted again. The applicant is to complete and submit a "Request for Criminal History Record Information for a Non-Criminal Justice Purpose" form (SBI-212A), and submit the appropriate fee.
5. If the applicant has been previously issued a handgun purchase permit by another police department in New Jersey, provides satisfactory proof of identity, **AND** has a valid SBI number, the applicant should submit an SBI-212A form with the appropriate fee. Again, this applicant need not be fingerprinted again.

**Investigation of the Applicant:**







**Issuance of the Firearms Purchaser Identification Card:**

1. Complete the information required on the Firearms Purchaser Identification Card and accurately record the SBI number on the card. \* Past practice allowed municipal departments to record a number on the Firearms Purchaser Identification Card other than the SBI number when the applicant's fingerprints were unclassifiable by the SBI. This is not an accepted practice any longer. The applicant's SBI number must appear on the Firearms Purchaser Identification Card. If the prints are unclassifiable by the SBI, contact the SBI in order to resolve the problem. If you are aware of anyone in your community who does not have his or her SBI number on the Firearms Purchaser Identification Card, encourage him or her to update the card. Firearms Purchaser Identification Cards without valid SBI numbers on them will be voided.
2. Have the Chief of Police sign the Firearms Purchaser Identification Card. If your agency presently does not have a Chief, then the highest-ranking officer is to sign the card. Departments with a public safety director are to have the highest-ranking sworn police officer sign the card.
3. Firearms Purchaser Identification Cards issued by the Division of State Police will be processed at the Firearms Investigation Unit. They will be returned to the investigating station for delivery to the applicant.
4. Contact the applicant to pick up the card. Have the applicant place his or her right index fingerprint on the Firearms Purchaser Identification Card and sign it in the presence of a police officer.

**Denying issuance of a Firearms Purchaser Identification Card:**

1. If your background investigation revealed that the applicant is subject to any of the disabilities as set forth under NJSA 2C: 58-3c, you **must deny** the issuance of the Firearms Purchaser Identification Card.
2. Have your Chief of Police, or highest-ranking officer as the case may be, indicate on the application that it is denied and the reason for the denial.
3. Notify the applicant by registered mail that their application for a Firearms Purchaser Identification Card was denied and the reason for the denial.
4. Indicate in your letter that, by statute (2C: 58-3d), he or she has thirty days to appeal the denial by writing to the Superior Court in the County in which they reside requesting a hearing on the denial.
5. Also advise them that they must notify you in writing if they appeal the denial to the court.
6. Save the return on the registered letter as proof the letter was received.

**Retention of Applications & Support Documents:**

(State Police)

1. The Firearms Investigation Unit shall computerize and microfilm the original copy of the application and investigation report.
2. Stations shall maintain the yellow copy of the application and investigation report and any other ledgers or records associated with the Firearm Application. Master Name Index Cards will be maintained according to the appropriate S.O.P.

(Municipal Police)

3. Municipal departments are encouraged to maintain copies of the application and investigation report, as well as any support documents. This will aid in future investigations of the same applicant, ~~often~~ alleviating the need to clear missing dispositions repeatedly.

**Disposition:**

(State Police)

1. Forward the following forms by interoffice mail to the Firearms Investigation Unit within ten working days, from the date the application is accepted at the station.
  - a. Original Application (STS-33)
  - b. Consent for Mental Health Records Search (SP-66)
  - c. Original Investigation Report (SP-407 & 407a)
  - d. Appropriate Fees. (see Fee Schedule)



2. Forward the applicant's fingerprints or 212a form and corresponding fees immediately upon receipt to the SBI (see schedule attachment).

(Municipal Police)

1. Upon completion of the investigation and issuance or denial of the Firearms Purchaser Identification Card, forward the following form to the New Jersey State Police Firearms Investigation Unit.
  - a. Original Application (STS-33)
2. Forward the applicant's fingerprints or SBI-212A form and corresponding fees immediately upon receipt to the SBI (see schedule attachment).

If the Firearms Purchaser Identification Card was denied by your agency, do not forward the STS-33 form until all court action has been completed, or until more than thirty days has elapsed from the time you notified the applicant of his or her denial. *If the denial was upheld in court, or if the denial is overturned, forward a copy of the court order along with the original application.*



# Permit to Purchase