



# Township of Aberdeen

ONE ABERDEEN SQUARE, ABERDEEN, NEW JERSEY 07747

Matthew Lloyd  
Chief of Police  
matthew.lloyd@aberdeen.nj.org

## **FIREARMS APPLICANT INSTRUCTIONS**

**THIS PAGE HAS BEEN UPDATED TO INCLUDE RECENT CHANGES TO NJ FIREARMS LAW EFFECTIVE 12/22/22 WHICH ALSO INCREASED FEES FOR BOTH FIREARMS ID CARD AND PERMIT TO PURCHASE HANDGUNS. THIS PAGE HAS ALSO BEEN UPDATED TO INCLUDE THE RECENT IMPLEMENTATION OF ELECTRONIC FIREARMS PURCHASER IDENTIFICATION CARDS (E-FID), ELECTRONIC PERMITS TO PURCHASE HANDGUNS (E-PERMITS), AND OTHER CHANGES TO THE FIREARMS APPLICATION PROCESS. BOTH NEW AND PREVIOUS APPLICANTS SHOULD READ ALL THE BELOW INFORMATION TO AVOID DELAYING THE APPROVAL OF THEIR APPLICATION. YOU CAN NOW PAY FOR YOUR HANDGUN PERMIT, CCW APPLICATION FEE AND INITIAL FIREARMS APPLICATION FEE ONLINE VIA MUNICIPIAY ([https://payments.municipipay.com/nj\\_aberdeen/search](https://payments.municipipay.com/nj_aberdeen/search))**

**APPLICANTS SHOULD BE AWARE THAT THERE ARE REQUIRED STEPS THAT THEY MUST TAKE IN ORDER FOR THEIR APPLICATION TO BE PROCESSED. THE MOST IMPORTANT OF THESE ARE:**

- 1. PAYMENT OF REQUIRED APPLICATION FEES FOR FIREARMS PURCHASER IDENTIFICATION CARDS AND PERMITS TO PURCHASE HANDGUNS TO ABERDEEN POLICE DEPARTMENT.**
- 2. SCHEDULING APPOINTMENT FOR FINGERPRINT SCANNING (NEW APPLICANTS ONLY).**
- 3. COMPLETING SP-66 MENTAL HEALTH SEARCH FORM IF YOU HAVE LIVED OUTSIDE NEW JERSEY AT ANYTIME DURING THE PAST 10 YEARS.**
- 4. PROVIDING CORRECT EMAILS FOR REFERENCES. REFERENCES MUST BE REPUTABLE ADULTS THAT ARE NOT RELATED TO APPLICANT.**

**MOST DELAYS IN THE APPROVAL OF APPLICATIONS ARE THE RESULT OF APPLICANTS NOT COMPLETING THE ABOVE LISTED STEPS.**

**FULL INFORMATION ON ABOVE STEPS CAN BE FOUND FURTHER DOWN ON THIS SITE.**

### **PAYMENT REQUIRED PRIOR TO PROCESSING OF APPLICATIONS**

An application fee for Firearms Purchaser Identification Cards (E-FID) and Permits to Purchase Handguns (E-PERMIT) must be paid prior to the application being processed. New Jersey State Law 2C:58-3 requires this non-refundable payment at the time an application is submitted. **Applicants that fail to submit the application fee payment to the Aberdeen Township Police Department within 30 days of application date will have their application withdrawn., which will require applicant to file a new application. To Pay Online via Credit/Debit Card, visit ([https://payments.municipipay.com/nj\\_aberdeen/search](https://payments.municipipay.com/nj_aberdeen/search))**

**The fee for an initial FID card is \$50.00. There is no charge for a duplicate card (lost, mutilated, change of address)**

## Each handgun permit fee is \$25.00

**First Time Applicants:** The application fees for your Firearms Purchaser Identification Card (E-FID) and/or Permits to Purchase Handguns (E-PERMIT) are not paid as part of the fees (Currently \$58.00) that that you pay to IdentoGo as part of the fingerprint processing fee.

**Prior Applicants:** The application fees for your Firearms Purchaser Identification Card (E-FID) and/or Permits to Purchase Handguns (E-PERMIT) are not included as part of the \$21.00 fee that was paid as part of the application submission on the NJ State Police Firearms Application and Registration System (FARS). That \$21.00 fee was paid for the State Police to conduct a check on your fingerprint records only.

Prior Applicants applying for Replacement of a Lost/Stolen/Mutilated Card, or for a Change of Address, Change of Name, or Change of Sex are not required to submit any payment. These Electronic Firearms Purchaser Identification Cards (E-FID) are issued at no cost to the applicant. If the application also includes Permit(s) to Purchase Handguns (E-PERMITs), then payment for the permit(s) must be submitted prior to the application being processed.

Your application will not be processed until you have paid the application fee for the Firearms Purchaser Identification Card and/or Permits to Purchase Handguns. Instructions for payment are listed below.

## APPLYING FOR A PERMIT TO CARRY A HANDGUN

**EFFECTIVE 7/26/23 THE APPLICATION IS TO BE COMPLETED ONLINE.**

1. Go to NJ State Police Website (<https://nj.gov/njsp>)
2. Click on **Firearms Information**
3. Click on **Apply for a Permit to Carry a handgun.**

Application for Permit to Carry a Handgun

### Service Information

The Concealed Carry Permits service allows for online submission of both initial and renewal applications. Approved applications are due for renewal every two (2) years. Renewal applications can be submitted up to four (4) months before the expiration date. Concealed Carry Permit applicants need to have been fingerprinted for firearms purposes in New Jersey and assigned an SBI number before they can apply for a Concealed Carry Permit. If you have never been fingerprinted for firearms purposes in New Jersey before, start with an application for an Initial Firearms I.D. card [here](#). (LINK TO FIREARMS APPLICATION SYSTEM FOR NEW APPLICANTS)

You can find the Permit to Carry Safe Handling and Proficiency Certification and Use of Force Training document on the NJSP website [here](#). (LINK TO S.P. 182 FORM- Note- This form is proof of training and qualification with handguns)

If you have lived outside of the state of New Jersey in the last ten (10) years, please fill out [form SP-066](#) (LINK TO SP 66 Form)(Consent for Mental Health Records) and upload it to your application.

[Start Initial Application](#)

**YOU WILL NEED THE FOLLOWING INFORMATION AND DOCUMENTS TO COMPLETE THE ONLINE APPLICATION.**

1. **Aberdeen Township Police ORI Number – NJ0133000 (If incorrect number is entered application will not be sent to our department- Any fees submitted with an application with an incorrect ORI number will not be refunded).**
2. **Passport Style Photograph** (2 inches by 2 inches- light colored background- no hats – no sunglasses- – NOTE – Do not use photo from NJ Driver’s License or a copy of your NJ DL. as picture will not be accepted- Do not use a copy of passport. **(APPLICANT WILL BE REQUIRED TO UPLOAD THIS PHOTO TO APPLICATION)**
3. **Completed NJ State Police Form (S.P 182)** -Permit to Carry Safe Handling and Proficiency Certification. A link to this form is available in a fillable form on the opening page of the application which is pictured above. This form must be completed and signed by both the Firearms Instructor and the applicant. **(APPLICANT WILL BE REQUIRED TO UPLOAD THIS FORM TO APPLICATION).**
4. **Completed SP66 Form (Consent for Mental Health Records Search)** if applicant has lived out of state during the past 10 years – This form must be completed and uploaded during the application. A link to this form in fillable format is available on the opening page of the application as pictured above. Applicants that have not lived out of state during the past 10 years are not required to complete this form as the records check will be completed as part of the online process. **(APPLICANT WILL BE REQUIRED TO UPLOAD THIS FORM TO APPLICATION).**
5. **NJ Firearms Purchaser Identification Card (SBI Number from Firearms ID Card will be required to be entered in application).**
6. **NJ Driver’s License** (Personal information entered in application **must match NJ Driver’s License exactly**).
7. **Serial Number, Caliber, Make, and Model Number of all handguns which you intend to carry.** Applicants will be required to enter the information for each handgun in the application.
8. **Names, Addresses, phone numbers, and email addresses of 4 (FOUR) references that have known applicant for at least 3 years prior to submitting of application–** References cannot be related to applicant by blood or law. These references will be contacted by Investigators.
9. **Credit or Debit Card–** At the end of the application applicants will be required to pay the following fees to the State of New Jersey.
  1. **Concealed Carry Permit Application State Fee of \$50.00** (Plus online service fee of \$5.00) Total Fee = \$55.00
  2. **212A Background Check Fee of \$18.00** (Plus online service fee of \$3.00) Total = \$21.00
  3. **THE TOTAL OF ABOVE (a & b) is \$76.00** will be charged to credit/debit card entered by applicant.

---

**IMPORTANT:** The application fee of \$150.00 required by NJ State Law payable to the Aberdeen Township Police Department. This can be paid via credit/debit card online at Municipay at ([https://payments.municipay.com/nj\\_aberdeen/search](https://payments.municipay.com/nj_aberdeen/search)) or Checks/Money orders payable to *Aberdeen Township* can be mailed to:

**Aberdeen Township Police Department**

**Attention: Firearms**

**1 Aberdeen Square**

**Aberdeen, NJ 07747**

**Your application will not be processed until the \$150.00 application fee is received by Aberdeen Township Police Department.**