

INSTRUCTIONS/REQUIREMENTS

Applicant must fill out all forms - available at the Police Department, Detective Bureau. Forms can also be downloaded from the internet, NJSP website, printed and completed.

Then call for an appointment to be fingerprinted and photographed.

Call 264-0706 or 739-5148 **to make an appointment** with Det. Sgt. K. Cassidy.

- 1. Fingerprint cards will be sent to the FBI and NJ State Police** to ascertain there has been no criminal history. This record check usually takes about 8 -10 weeks but can take longer. No ID Cards or Permits are permitted to be, or will be, approved or issued until the record check is complete.
- 2. Change of Address:** in addition to #1, a copy of the firearms record held at the original issuing jurisdiction will be obtained.
- 3. Fees:**

Pistol Permit	\$2.00 ea
Firearms ID Card	\$5.00
- 4. Other** fees explained below

WHAT ELSE SHOULD I KNOW?

At the time of fingerprinting a **Money Order** must be submitted – it should be made out to the **NJSP- SBI** in the amount of **\$60.25**. The fees [#3 above] for the ID Card or Pistol Permit[s]

are not due until the date of issue and pick up of those items.

Firearms ID Card: allows the holder to purchase long guns [rifles, shotguns etc.] and ammunition. There is no expiration date for an ID Card, but there are change of address reporting requirements, similar to those for MV. Contact the Police Department in the town/area to which you have moved to fulfill this obligation.

Pistol Permits: a permit is required for each handgun to be purchased and has a 90 day expiration. A new permit is needed for each subsequent handgun. Applications for permit[s] are available at the Police Department, Detective Bureau or on the NJSP website.

Questions: if you have any questions not addressed here or would like to set up an appointment for fingerprinting please call the listed number.

Keyport Police Department

Detective Bureau

70 West Front Street

Keyport, N J 07735

phone [732] 264-0706

and ask to speak with

Det Sgt. Cassidy
or call him directly
at 732-739-5148

keyportpolice@keyportpd.org

KEYPORT POLICE DEPARTMENT



DETECTIVE BUREAU

FIREARMS ID AND PISTOL PERMIT



APPLICANT INSTRUCTIONS

