

## **MONTGOMERY TOWNSHIP POLICE DEPARTMENT FIREARMS APPLICATION INSTRUCTION SHEET**

Please read and follow the instructions below when completing your application for a Firearms Identification Card or a Permit to Purchase a Handgun.

1. Answer all questions on the application forms in their entirety. Do not sign the application; all applications must be signed in the presence of a member of this Agency. (The Attorney General has ruled that any falsification or misstatements made on a Firearms Applications will result not only in denial but also prosecution.)
2. Your references cannot be a relative or in-law or any member of this Police Department. A neighbor, friend or fellow co-worker is acceptable and should, preferably be from the area you now live in and a resident of this state. References must also be at least 18 years of age.
3. Although not required, we recommend that you **call (908) 874-3333 x125 to schedule an appointment** to have your application reviewed for completeness and processed once you have completed the application forms package. Appointments are scheduled during regular business hours, but may be available at other times upon request depending on staff availability. You will need to bring 2 copies of each of the completed forms in the package and payment with you (cash must be the exact amount).
4. If you have not been fingerprinted for the purpose of a firearms application in the past you will need to do so. At the time of your appointment (step #3) form #IDG\_NJAPP will be provided to you. Complete the form and follow the instructions. Fingerprinting is done at one of 16 private facilities throughout the State.

### **FIREARMS APPLICATION FEES**

#### **ALL FEES ARE DUE WHEN FORMS AND FINGERPRINTING IS COMPLETED**

#### **First Time Applicants**

##### **1. FIREARMS IDENTIFICATION CARD**

\$5.00 cash, check or money order payable to Montgomery Township.

##### **2. PERMIT TO PURCHASE A HANDGUN**

\$2.00 cash, check or money order, per permit, payable to Montgomery Township.

##### **3. State Police Fingerprint Processing Fee**

You will receive a form from the police department when you submit your application to schedule an appointment to be fingerprinted through MorphoTrust (known as IdentoGo) and you are required to make an electronic payment at the time of scheduling.

#### **Application(s) for a Permit to Purchase a Handgun & Change of Address**

##### **1. PERMIT TO PURCHASE A HANDGUN**

For permits: \$2.00 cash, check or money order per permit, payable to Montgomery Township.

For ID card: \$5.00 cash, check or money order, payable to Montgomery Township.

##### **2. Change of Address / Duplicate Firearms Identification Card / Application for Permits Only**

You will receive an instructions form to complete an **online application form 212A** and make your payment electronically to NJ State.

**IF YOU SHOULD HAVE ANY QUESTIONS REGARDING THE APPLICATION PROCESS, PLEASE CONTACT THE DETECTIVE BUREAU AT (908) 874-3333.**