



Police Department
Township of West Milford
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PERMIT TO CARRY
APPLICATION INSTRUCTIONS
(Updated 1/23/2023)

The following is a checklist for applications (initial and renewal) for Permit to Carry a Handgun. Please be sure to include all these items when filing your application. Forms may be downloaded here: <https://www.nj.gov/njsp/firearms/forms.shtml>

1. A copy of your driver's license and birth certificate OR driver's license and passport OR driver's license and naturalization paperwork/green card
2. One (1) State of New Jersey Applications for Permit To Carry A Handgun, form SP642. Must be double sided and notarized.
3. Two (2) color passport size (1.5" x 1.5") photographs.
4. Consent for Mental Health Search, form SP066. We will witness this for you.
5. Submit proof of qualification with a certified firearms instructor along with firearms instructor proof of certification.
6. One money order in the amount of \$50.00 payable to the State of New Jersey – One money order in the amount of \$150.00 fee paid directly to West Milford Township. Cash is accepted, as well.

Once your application is complete and submitted, you will be required to be fingerprinted through IndentoGo by MorphoTrust USA. A form with the case number and firearms service code will be provided to you, which you will need to be fingerprinted. Once fingerprinted, this form, along with your receipt, must be returned to our department in order for us to proceed.

Please note the following:

- ** All applicants (initial and renewal) for permit to carry a handgun must be fingerprinted. Instructions for finger printing will be provided at the time of application.
- ** A New Jersey permit to carry is valid for two (2) years from time of approval.
- ** If any of the preceding is not complete or incorrect the application will be returned and you will have to re-apply.