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PERMIT TO CARRY
APPLICATION INSTRUCTIONS
(Updated 9/19/2022)

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.

1. Complete a State of NJ Application For Permit To Carry A Handgun, form S.P.642 (rev 7/22) this form can be found on the NJSP website. Three (3) originals needed to be submitted. Must be printed on one sheet, double sided or it will not be accepted by NJSP.
2. All three (3) applications must be notarized by a certified notary.
3. Complete Part 1 of the Mental Health Records Search Consent Form. This can also be found on the NJ State Police website, form S.P.-66 (rev 6/22)
4. Have all three (3) references endorse each application. All references must know the applicant for minimum of three (3) years.
5. Submit a Letter of Proficiency: Written proof of **qualification and ownership** with the handgun(s) you intend to carry if your application is approved, along with a letter from a police range or certified NRA instructor. This letter must include the following:
 1. Letterhead and NRA instructor certification number.
 2. Date tested (within six (6) months).
 3. Type of weapon(s) used.
 4. Score.
6. Photographs: Submit four (4) 1.5 x 1.5 photographs, color or black and white are acceptable, preferably without glasses.
7. Submit a certified check or money order in the amount of \$50 payable to **Treasurer, State of New Jersey**. 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. This form, along with your receipt, must be returned to our department in order for us to proceed.