

## APPLYING FOR A PERMIT TO CARRY A HANDGUN

The following instructions are the same for the initial and renewal applications.

**YOU MUST APPLY IN PERSON**

*\*PLEASE SUBMIT YOUR COMPLETED DOCUMENTS TO THE LIVINGSTON POLICE RECORDS BUREAU. CALL THE RECORDS BUREAU (973-992-3000-OPTION 1) IF YOU HAVE ANY QUESTIONS REGARDING YOUR APPLICATION\**

### **PLEASE PROVIDE THE FOLLOWING AT TIME OF APPLICATION:**

1. 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 Application For Permit To Carry A Handgun, Form SP642 (Rev 01/23). The form must be original, double sided and notarized. A Fillable PDF Form is available on NJSP Firearms Forms to Download: <https://nj.gov/njsp/firearms/pdf/sp-642.pdf>
  - a. The four references provided must have known the applicant for at least 3 years and cannot be related to the applicant by blood or by law.
3. Two (2) color passport size photographs.
4. Consent for Mental Health Search, Form SP066 (REV 07/19). A Fillable PDF Form is available to download on NJSP Firearms Forms to Download. [https://nj.gov/njsp/firearms/pdf/sp-066\\_201907.pdf](https://nj.gov/njsp/firearms/pdf/sp-066_201907.pdf)
5. Written proof of qualification with a certified firearms instructor along with the firearms instructor proof of certification.
6. Two Payments:
  - Money Order in the amount of \$50.00 payable to "New Jersey State Police"
  - Check, Cash or Money Order in the amount of \$150.00 payable to "Township of Livingston"

\*\* IF ANY OF THE PRECEDING IS NOT COMPLETE OR IS INCORRECT, THE APPLICATION WILL BE RETURNED.

**\*\* All applicants (Initial and Renewal) for a PERMIT To CARRY A HANDGUN must be fingerprinted by IdentoGo. (IdentoGo fingerprint service code #2F164B / Livingston ORI NJ0071000). Applications should be submitted prior to being fingerprinted. The Livingston Police Records Bureau will provide the required FINGERPRINTING CONTRIBUTOR CASE NUMBER at the time of application submission.**

\*\* The required written firearms qualification, in accordance with N.J.A.C. 13:54-2.4(B), can be obtained at Most firearm ranges throughout the state. A list is also available on the NJSP Website: [www.njsp.org](http://www.njsp.org) > public information > firearms information > new jersey shooting ranges for RPO qualification.

\*\* A NEW JERSEY PERMIT TO CARRY IS VALID FOR TWO (2) YEARS FROM TIME OF APPROVAL.

Contributor Case #: \_\_\_\_\_ LPD CP #: \_\_\_\_\_