

THOMAS NIELSEN
CHIEF OF POLICE



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DEPARTMENT OF
POLICE
BOROUGH OF CARLSTADT

BERGEN COUNTY, NEW JERSEY

NOTICE OF INSTRUCTIONS

1. If applying for an **Initial Firearms Identification Card OR Initial Pistol Purchase Permit:**

Initial applicants applying for a Firearms Identification Card or initially issued Pistol Purchase Permit must complete the below listed forms and return them to the Criminal Investigations Unit for processing:

- Photocopy of Birth Certificate
- Photocopy of driver's license
- Mental Health form (SP 66) with your signature (available at <http://www.njsp.org/info/forms.html#firearms>) NJ State Police Application form (STS 033) available at <http://www.njsp.org/info/forms.html#firearms>)

NOTE: The SP 66 and STS 033 forms are fillable PDF files. Please type all information onto the forms and print the completed SP 66 form and the STS 033 form. Each form requires your original signature.

Upon returning with all completed forms, you will be given further instructions for fingerprinting.

2. If applying for either a **Duplicate Firearms Identification Card** or subsequent **Permit to Purchase a Pistol:**

Applicants who already have been issued a Firearms Identification Card and desire to either apply for a duplicate Firearms Identification Card (due to loss or change of address) or apply for a Pistol Purchase Permit must complete the below listed forms and return them to the Detective Bureau for processing:

- Photocopy of your Firearms ID Card
- Photocopy of driver's license
- Mental Health form (SP 66) with your signature (available at <http://www.njsp.org/info/forms.html#firearms>)
- NJ State Police Application form (STS 033) available at <http://www.njsp.org/info/forms.html#firearms>)

NOTE: The SP 66 and STS 033 forms are fillable PDF files. Please type all information onto the forms and print the completed SP 66 form and the STS 033 form. Each form requires your original signature.



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Additionally, Log onto <https://www.njportal.com/njsp/criminalrecords/> to request a Criminal History Record Inquiry:

- Click on "**Online Form 212A →**"
- Follow the prompts to enter your information.
- On the **ORI Information** page, please insert ORI Number **NJ0020500**, then click "Continue →"
- Complete all necessary information upon the **Personal** and **Address** pages
- Insert your full social security number, SBI Number. Select "***N.J.S. 2C:58-3 Purchase of firearms***" for the *Reason for Filing Request* dropdown box. Read the text below the drop box and insert a if you agree. Then click "Continue →"
- Review all of your information and make any corrections if needed, then click "Continue →"
- Click "Check Out →" to validate your application. You will be required to pay a fee of \$20.00 with the New Jersey Government Services at this time.

Upon completion and payment of this form, you will receive an email confirmation and receipt that will include your confirmation number.

Should you have questions about this form, please click on the Help Tab located at the top right corner of the webpage.

Once your application has been completed and submitted, please send a notification email to firearms@carlstadtpolice.org.