



# Department of Police

100 Riveredge Road, Tenaflly, New Jersey 07670

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## **Firearms Application Instructions for Tenaflly Residents**

February 15, 2023

To All Tenaflly Resident Firearms Applicants:

There has been substantial change to Firearms law in the State of New Jersey recently. Below you will find the most current information for Firearms Purchaser Identification Cards (FPIC), Permits to Purchase a Handgun, and Permits to Carry Firearms. Please be patient since some of the mechanisms in these processes have not been fully implemented at the State level at this time. We will continue to process applications to be prepared when the remaining procedures have been updated by the State. Some of the newly required items and information pertaining to these new procedures are summarized below.

Effective July 5, 2022, N.J.S.A. 2C:58-3 was amended to require applicants who apply for Firearms Purchaser Identification cards (FPICs) or Permits to Purchase Handguns to provide satisfactory proof of firearms training. This training requirement applies to pending applications and permits.

- Applicants are to demonstrate that within four (4) years prior to the date of application that they have satisfactorily completed a course of instruction approved by the Superintendent of State Police in the lawful and safe handling and storage of firearms. **The exact content of this training has not been determined at this time.**
- Although applicants seeking FPICs or Permits to Purchase Handguns are now required to demonstrate this compliance prior to obtaining their first FPIC or Permit to Purchase a Handgun, compliance is not required for any subsequent permit to purchase by an applicant.
- Applicants for FPICs are not required to demonstrate compliance in order to replace or renew an existing FPIC.
- These training requirements are not applicable to an active or retired law enforcement officer or a veteran who was honorably discharged as a member of the United States Armed Forces or National Guard who received substantially equivalent training.
- All FPICs issued after July 5, 2022 are to display a color photograph of the cardholder. However, new FPIC cards will continue to be issued using the current format until the State Police can establish a new one that includes a photograph. The Superintendent of State Police is required to establish guidelines to effectuate the issuance of these new FPICs, which now have to be renewed every ten (10) years.

**Applying for a Firearms Purchaser Identification Cards ("FPIC")  
and/or a Permit to Purchase Handgun**

All Firearms Purchaser Identification Cards and Permits to Purchase Handguns must be completed through the New Jersey State Police FARS online portal as described below.

**Step 1:** Visit the NJ State Police FARS online portal website: [www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)

**Step 2:** Complete the online application and submit the online processing fee. You may complete the application using a smart phone, mobile device, laptop, or desktop computer. When completing the application you will need the email addresses of three (3) reputable references. Your references can be family members. **The Tenafly Police Department ORI number is NJ0026100.** You must use this ORI number to complete the FARS online application.

If you have been arrested or charged with a criminal offense in the past that has not been expunged, you will need to provide a certified disposition letter from each respective court covering the incident(s).

If you have lived outside the state of NJ in the last ten (10) years, you must complete and sign a Consent for Mental Health Search Form SP-066 (Rev. 01/15) from the New Jersey State Police firearms website: <https://nj.gov.njsp/info/pdf/firearms/sp-066.pdf>.

**Step 3:** Remit payment for your FPIC card and or Permit(s) to Purchase a Handgun. Your application cannot be processed until you have completed payment. The payment is **non-refundable** and is required to be made prior to the completion of the background check per N.J.A.C. 13:54-1.4. The current state fees are \$50.00 for an initial FPIC card and \$25.00 for each Permit to Purchase a Handgun. Payment must be made in-person at the Tenafly Police Department's Records Office during normal business hours. Payments must be paid by check or money order, made payable to "Borough of Tenafly" and list the applicant's name. Please note that cash is not accepted. Please call ahead to ensure the Records Clerk is available to process your payment. You can contact the Records Clerk at (201) 568-5100 or via email at: [records@tenaflypd.org](mailto:records@tenaflypd.org). Please confirm the correct amount due and your scheduled appointment date and time when you call.

- You should receive automated email updates throughout this process from the NJ FARS online portal. Please check your email SPAM folder for any undelivered emails, typically addressed from: "NJ Firearms System <no-reply@njportal.com>".
- Once your application is complete, your FPIC card and or permit(s) to purchase a handgun will be sent to you electronically. **\*Electronic delivery is subject to change as the FPIC format has changed (e.g., new photo requirement), and our agency is awaiting further guidance from the Superintendent of the State Police.**
- Please notify your references that the NJ FARS online portal will send them an automated email with specific reference questions that must be answered online. Please ask your references to expect an email and complete the questions as soon as possible to expedite this portion of the background investigation. Once again, please have your references check their email SPAM folder for any undelivered emails from "NJ Firearms System / no-reply@njportal.com".
- The online application is applicant-driven. Please ensure that you have entered the most updated and accurate phone numbers and email addresses for yourself and your references.

## Applying for a Permit to Carry a Handgun

- Step 1:** Only current residents of Tenafly can apply for a Permit to Carry a Handgun with the Tenafly Police Department. All applications must be submitted in person. Contact D/Sgt. Wayne Hall via email at: [whall@tenaflypd.org](mailto:whall@tenaflypd.org) to begin the application process and to schedule a time to submit your application and supporting documents. Within your introductory email, include your full legal name, home address, email address, and current telephone number indicating your desire to start the Permit to Carry a Handgun process. All applicants (initial and renewal) for a Permit to Carry a Handgun must be fingerprinted. A detective will issue you a case contributor number as well as the correct service code to use at Identigo when you are fingerprinted.
- Step 2:** Complete a State of New Jersey Application For Permit to Carry a Handgun, form S. P. 642 (Rev.07/22) from the New Jersey State Police firearms website: <https://nj.gov/njsp/firearms/pdf/sp-642.pdf>. Prepare two (2) original copies of this completed form. Both copies of this completed form must be printed double-sided and notarized.
- All four (4) references must be non-family members and personally know the applicant for a minimum of three (3) years prior to the date of the application.
  - You must submit at least two (2) color passport-size photographs with your application package. For information on the correct size and format of these photos, please visit: <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>
  - Bring your original New Jersey Driver's License and;
    1. Certified, Government-Issued Birth Certificate; or
    2. Valid United States Passport; or
    3. Current United States Naturalization Paperwork / "Green Card"
  - Bring written proof of ownership and qualification with the handgun(s) you intend on carrying if your application is approved.
    1. Proof of ownership should be a retail purchase receipt, your New Jersey Permit to Purchase a Handgun, or a notarized letter of ownership listing the make, model, caliber, and serial number of the handgun(s) you intend to carry.
    2. Proof of qualification must be within six (6) months of application and include the firearms instructor's name and certification, make, model, caliber, and serial number of the handgun(s) you intend to carry.
  - Bring a money order in the amount of \$50.00 (fifty-dollars) payable to: "**Treasurer, State of New Jersey**". The money order must have your name listed on it.
  - Bring a check in the amount of \$150.00 (one-hundred-fifty-dollars) payable to: "**Borough of Tenafly**". The check must have your name listed on it.
  - Bring a completed copy of the Consent for Mental Health Search Form SP-066 (Rev. 01/15) from the New Jersey State Police firearms website: <https://nj.gov/njsp/info/pdf/firearms/sp-066.pdf>

## **Applying for a Permit to Carry a Handgun (Continued)**

**Step 3:** Training Requirements for Permit to Carry a Handgun Applications: Applicants for a Permit to Carry a Handgun must demonstrate thorough familiarity with the safe handling and use of handguns. These requirements must be validated by an appropriate and certified firearms instructor. Failure to provide proof shall be grounds to deny the permit application.

Thorough familiarity with the safe handling and use of handguns must be evidenced by one or more of the following:

1. Completion of a firearms training course substantially equivalent to the firearms training approved by the Police Training Commission as described by N.J.S.A. 2C:39- 6j;
2. Submission of an applicant's most recent handgun qualification scores utilizing the handgun(s) he or she intends to carry as evidenced by test firings administered by a certified firearms instructor of a police academy, a certified firearms instructor of the National Rifle Association, or any other recognized certified firearms instructor. This information shall be accompanied and validated by certifications of the appropriate instructor(s);
3. Passage of any test in this State's laws governing the use of force administered by a certified instructor of a police academy, a certified instructor of the National Rifle Association, or any other recognized certified firearms instructor; or
4. Completion of a course or test in the safe handling of a handgun administered by a certified firearms instructor of a police academy, a certified firearms instructor of the National Rifle Association, or any other recognized certified firearms instructor.

**Step 4:** Once all application materials have been satisfactorily completed and submitted, a thorough background check will be conducted by the Tenafly Police Department. Once the background check has been completed and all documents verified, the Chief of Police will review the application and issue the Permit to Carry a Handgun to those that qualify.

### **Questions?**

Please visit the New Jersey State Police Firearms Unit website to find answers to commonly asked questions regarding the application process: <https://nj.gov/njsp/firearms/index.shtml>

All other questions, issues, or concerns regarding any of the above processes should be addressed to:

Detective Sergeant Wayne Hall  
Tenafly Police Department  
100 Riveredge Road  
Tenafly, New Jersey 07670  
Main: (201) 568-5100 ext. 5559  
Email: [whall@tenaflypd.org](mailto:whall@tenaflypd.org)