

## INSTRUCTIONS FOR FIREARMS APPLICANTS

In order to expedite your firearms application processing, the Stratford Police Department asks that you follow the instructions outlined below. All the forms and the instruction sheet required for the application process are available here. **The forms will require Adobe Acrobat to view (Available free online) and can be filled out and printed online, but cannot be saved with completed information.** If you are unable to obtain the forms online, they are available at the Stratford Police Department Monday - Friday from 9 am – 5:00 pm.

### Application for Firearms Purchaser I.D. Card

1. Complete and submit a (STS-33) [Firearms Purchaser I.D. Card Application](#). Check the appropriate box at top of application. Complete the application in its entirety. Answer all questions fully and provide complete mailing addresses with zip codes for those individuals listed as references. **Do not use a relative as a reference.**
2. Submit \$5.00, in a check made payable to "Stratford Police Department" or cash once processing of the application is completed.
3. Complete and submit the (SP-66) [Consent for Mental Health Records Search Form](#).
4. Fingerprints are taken on one Federal Applicant Card and one State Applicant Card. Fingerprinting is available without an appointment and there is no fee for having the fingerprints taken. **Fingerprints and applications are accepted Monday - Friday between 9:00 am to 5:00 PM. Except on Holidays.**
5. **Submit a Certified Check, Money Order, or Cashier's Check made payable to "NJ Division of State Police-SBI." in the amount of \$60.25.**
6. Application for a [Permit to Purchase a Handgun](#) may be made using the same application. Follow the instructions under "Application for Permit to Purchase Handgun", below.

### Application for Permit to Purchase Handgun

**You must be 21 years of age to purchase a handgun and possess a Firearms I.D. card.**

Complete and submit a "[Permit to Purchase a Handgun](#)" application, and a "[Consent for Mental Health Records Search Form](#)". Check the appropriate box for a "[Permit to Purchase a Handgun](#)" at the top of the application. Enter the number of permits to purchase a handgun requested in the upper right portion of the application.

1. For each handgun permit requested, submit \$2.00 in a check made payable to "Stratford Police Department" or cash once processing of the permit has been completed.
2. Complete, sign and submit a "[Request for Criminal History Record Information for a Noncriminal Purpose](#)" NJ State Police form SBI 212A.
3. If you are also applying for a Firearms Purchaser I.D. Card, follow Steps 1 through 5 under "[Application for Firearms ID. Card](#)", above.
- 4.

### Application for Duplicate I.D. Card (because of change of address, lost or stolen card, etc.)

1. Complete and submit the [Application for a Duplicate Firearms Purchaser Identification Card](#).
2. If you possess the old Firearms Purchaser I.D. Card, submit the card with the application.
3. Complete and sign and submit a "[Request for Criminal History Record Information for a Noncriminal Purpose](#)" NJ State Police form SBI 212A.
4. Submit a Certified Check, Money Order, or Cashier's Check made payable to "Division of State Police - SBI" in the amount of \$18.00

## Application Processing

If you have never had a firearm Purchasers Identification Card or a Permit to Purchase a Handgun issued by the State of New Jersey, your application must be accompanied by a cashiers check, certified check or money order in the amount of \$60.25M MADE PAYABLE TO THE DIVISION OF STATE POLICE – S.B.I. This check will cover the State of New Jersey costs associated your fingerprint check and records checks that will be conducted by the New Jersey State, and Federal Bureaus of Investigation.

If you have already been issued a Firearms Purchasers Identification Card and have been fingerprinted with both the State of New Jersey and Federal Bureau of Investigation fingerprint cards and seek to purchase a permit for an additional handgun, your application must be accompanied by a cashiers check or money order in the amount of \$18.00 made payable to the Division of State Police – S.B.I. This check will cover the fee for a Request for Criminal History Record Information for Non-Criminal Justice Purpose.

The Stratford Police Departments conducts firearms investigations at no costs to residents. Firearms investigation is a secondary function of the detective bureau. As such, these investigations are conducted as time permits and are solely dependent on the criminal caseload at the time of the application. Normally, firearms investigations will take 6-8 weeks to complete. However the Detective Bureau is required to receive a clearance from the New Jersey State Police. State clearances times also vary. Because of the very important nature of these investigations, we ask for your patience and understanding during the process.

After the processing for the permit is completed, we will notify you whether your application was approved or denied. If the permit(s) were approved, you may pick your Firearms I.D. Card or Permit(s) at the Stratford Police Department located at 315 Union Avenue Stratford, NJ 08084. All firearms documents must be picked up during business hours (Monday-Friday 9-5:00pm) and the applicant must bring a valid form of identification.

If you wish to transfer a shotgun, rifle, black powder weapon or a BB gun, please use the [Certificate of Eligibility](#) to register the transaction.

Applicant must complete criminal history waiver. This form must be signed in the presence of a detective.

All application processing and fingerprinting is done on Thursday evenings from 5pm and 8pm. No appointment is necessary

All Firearms paperwork and applications can be obtained on-line or at the Stratford Police Department's Records Office. If you should have any firearm related questions, contact Detective Bret Johnson at (856) 783-8616 or via email at: [BJohnson@StratfordPD.org](mailto:BJohnson@StratfordPD.org)

## Fee Schedule

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| \$5.00  | For application for Firearms Purchaser Identification<br><b>Made payable to the Stratford Police Department</b>                                    |
| \$18.00 | For request for Criminal History Record Information for Non-Criminal Justice Purpose.<br><b>Made payable to the New Jersey State Police S.B.I.</b> |
| \$2.00  | For an application to purchase a handgun<br><b>Made payable to the Stratford Police Department</b>   |