



DEPARTMENT OF PUBLIC SAFETY NEWARK POLICE DIVISION LICENSING UNIT



CARRY PERMIT APPLICATION INSTRUCTIONS FOR APPLICANTS

The following instructions are the same for initial or renewal applications!

- Complete and submit a State of New Jersey Application for Permit to Carry a Handgun (S.P.642 revised 3/15) in **triplicate**
- Three (3) completed “Firearms Reference letters” shall be submitted
 - References should not be relatives or significant others
 - All references must know the applicant for a minimum of three (3) years prior to the date of application
 - References should return their completed letters to the applicant. The applicant must attach the completed letters to the application
- Submit four (4) color passport sized photographs with application package (label rear of photographs with applicant’s name)
- Complete and submit the Consent for Mental Health Records Search (S.P.66 revised 1/15)
- Letter of Proficiency
 - Submit a letter from a Certified National Rifle Association (NRA) Instructor
 - Letter must include NRA Instruction number
 - Letter must be notarized
 - Date tested [within last six (6) months]
 - Type of weapon you intend on carrying if your application is approved (make, model, caliber, serial number)
 - Number of rounds fired
 - Score
- Original copy of Security Officer Registration Act (SORA) Certificate of Need
 - Letter must be submitted to the New Jersey State Police – Private Detective Unit by your employer stating the justification and need to carry a handgun
 - Type of weapon you intend on carrying (make, model, caliber, serial number)
- Copy of New Jersey driver’s license, red striped SORA card and employee identification card
- Fee
 - Submit a \$50.00 money order made payable to “Treasurer, State of New Jersey”

YOU WILL BE CONTACTED WHEN YOUR DOCUMENTS ARE READY FOR PICK UP

The New Jersey State Police website provides information on the New Jersey firearms laws, transportation of firearms, and frequently asked questions. The site can be found by following this link: <https://www.nj.gov/njsp/firearms/index.shtml>