



### Madison Police Department

Madison Public Safety Building  
62 Kings Road  
Madison, NJ 07940

T: 973-593-3000  
F: 973-593-3024  
w: rosenet.org

### 13:54-2.4 Application for a Permit to Carry a Handgun

The following instructions are for Madison residents wishing to submit an application for Permit to Carry a firearm in New Jersey. You must submit the application in the town you reside in. If you are an out-of-state resident wishing to obtain a permit, you must apply at the New Jersey State Police barracks closest to your residence.

<b>Step 1</b>	Applicant picks up application packet at Public Safety Building (Records Bureau) Monday – Friday between 7:30am and 3:00pm Forms available online at: <a href="https://www.rosenet.org/755/Firearms-Information">https://www.rosenet.org/755/Firearms-Information</a>
<b>Step 2</b>	Applicant to complete the Permit to Carry Application in its entirety, including all required fields and documentation.
<b>Step 3</b>	Applicant to set-up appointment with Kristy Kiehl to drop off Permit to Carry Application. Please call 973-593-3015 or email <a href="mailto:KiehlK@rosenet.org">KiehlK@rosenet.org</a> to schedule an appointment.
<b>Step 4</b>	Applicant drops off completed application (follow Additional Instructions below) and is provided Fingerprint instruction form to include contributor case number. Applicants must supply two forms of identification, one of which must be a photo ID when dropping off the completed application. <b>Please note that payment is required at time of application. Applications will not be accepted without payment.</b>
<b>Step 5</b>	Applicant schedules fingerprinting, as outlined below

### Additional Instructions

- Complete a NJ Application SP642: <https://nj.gov/njsp/firearms/pdf/sp-642.pdf>
- The applicant **MUST** enter their "Official Name" (Joe vs. Joseph)
  - Changed names or aliases must be entered in the appropriate place on the application under "Additional Name"
- It is important you spell your name **EXACTLY** as it appears on your driver's license
- The application must be completed in full
- The application must be printed double-sided and must be signed and notarized
- All four (4) references must know the applicant for a minimum of three (3) years prior to application
  - Family members related by blood or law are not acceptable references
- Include two (2) color passport photographs with application
- The below fees are required at the time of application submission:
  - A money order in the amount of \$50.00 payable to "New Jersey State Police"
  - A money order or check in the amount of \$150.00 payable to "Borough of Madison"
    - Cash is not accepted
- Complete a NJ Mental Health Search form (SP-066) <https://nj.gov/njsp/info/pdf/firearms/sp-066.pdf>
  - A police department employee will be required to witness the applicants signature on the Consent for Mental Health Search form (SP-066)
- All applicants and endorsers will be interviewed by the Chief of police or their designee

John R. Miscia  
Chief of Police



Joseph M. Longo  
Police Captain



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### Fingerprinting

- Regardless of past fingerprinting for a Firearms ID card or anything else per New Jersey statute, you will need to be fingerprinted prior to issuance of a Permit to Carry
- Fingerprinting is done through Identogo
- It is important you spell your name EXACTLY as it appears on your driver's license
- Schedule an appointment online at <https://uenroll.identogo.com/>
  - Fingerprinting is required when an approved permit expires (2 years following issuance)
  - The ORI specific to Madison is NJ0141700
  - A fingerprint service code 2F164B is to be utilized
  - **Contributor Case Number will be assigned by Police Department personnel**
  - **Fingerprint results MUST BE received within 90 days of application**

### Proof of Ownership/Qualification

- Proof of ownership can be a purchase receipt or purchase permit or a notarized letter of ownership listing make, model, and serial number of handgun(s)
- The required written Firearms Qualification, in accordance with NJAC 13:54-2.4(b) can be obtained at most firearm ranges throughout the state  
<https://www.state.nj.us/njsp/info/pdf/firearms/njac-title13-ch54.pdf>
- A list is also available at <https://nj.gov/njsp/firearms/shooting-ranges.shtml>
- The written certification must include the instructor's name and certification number, make, model, caliber and serial number of handgun(s) you intend to carry

### Other

- Out of State residents must apply at the closest non-toll road State Police Barracks to their residence
- A New Jersey Permit to Carry is valid for two (2) years from time approval
- Separate Reference Letters are no longer needed
- Pursuant to Attorney General Directive No. 2022-07 dated June 24, 2022, "justifiable need to carry a handgun" is not required
- All Permit to Carry applications are still subject to thorough background checks, to ensure that the applicant is not subject to any of the disabilities set forth in 2C:58-3(c)(1-15)
- If any of the preceding is not complete or incorrect, the application will be returned and the applicant will have to re-apply
- If **approved**, the Madison Chief of Police will process your approval and you will receive your permit to carry card electronically
- If **denied** by Madison Chief of Police, you will be notified in writing and will have thirty (30) days to appeal the denial to the Superior Court of Morris County
- Applications forms are available to download online at <https://nj.gov/njsp/firearms/forms.shtml>
- Permit to Carry Applications are not able to be facilitated through the FARSystem. Future phases of FARSystem will accept Permit to Carry Applications

For further assistance or direction, please email [KristyK@rosenet.org](mailto:KristyK@rosenet.org). No phone calls.

John R. Miscia  
Chief of Police



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