

# Hawthorne Police Department

## Firearms Applicant Guidelines

### Directions for applicants who possess a Firearms ID Card and are requesting Handgun Permits

Applications can be picked up and returned to Police Headquarters Monday thru Friday 8 AM to 10 PM or Saturday 8 AM to 6 PM.

Applications can be also be completed online at: [www.njsp.org](http://www.njsp.org) Click on Services → Firearms → Forms to Download

All applications and related forms for Firearms can be completed online, however must still be printed and returned to Hawthorne Police Headquarters.

To apply you must be 21 years old or older AND must provide the following:

- 1) An Application for Firearms Purchasers Identification Card / Application to Purchase a Handgun must be completed in full, listing two (2) references (not relatives), including their name, full address and telephone number.

\*\*\* Please indicate the number of permits you are applying for.  
New Jersey Law states that you may only use one (1) permit every thirty (30) days, however you may apply for as many permits as you like.

- 2) Complete SBI 212A form and pay online at <https://njportal.com/njsp/criminalrecords/> (See Instruction Page attached)
- 3) The top portion of the Consent for Mental Health Records Search Form must be completed and must be signed.
- 4) A **Photo ID** is required when you are contacted to pick up your completed Firearms ID Card and / or Pistol Purchase Permit to confirm your identity.

Additional Fees Apply and can only be paid at Police Headquarters by check or money order.

Firearms ID Card - \$ 5.00  
Permits - \$ 2.00 each

**\*\*NEW PROCEDURE\*\***

**Division of State Police**

**Online 212a – Criminal Records Check**

All Applicants who possess a Firearms ID Card must complete a 212a Criminal Name Check Application. This application must be completed and paid for online. Once completed, the Application will be electronically submitted to Hawthorne Police for approval then forwarded to the New Jersey State Police SBI Unit.

This process will decrease the wait time associated with mailing items and waiting for responses.

You must complete the application at:

<https://www.njportal.com/njsp/criminalrecords/>

When prompted for ORI number you must enter **NJ0160400**

Complete the application (**ONLINE FORM 212A – Highlighted in lower left side of page**), pay the fee using a credit or debit card and submit the application electronically.

**\*\*** If rejected by the Police Department you will receive an email advising you of the reason for the rejection.