

Hawthorne Police Department

Firearms Applicant Guidelines

Directions for new applicants requesting a Firearms ID Card and Handgun Permits (if over 21)

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
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 18 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) The top portion of the **Consent for Mental Health Records Search Form** must be completed and must be signed.
- 3) A **New Jersey Universal Fingerprint Form for Firearms Licensing** must be completed and returned. The Detective will then supply you with a Case # which is required to schedule your appointment.

Scheduling is available at www.bioapplicant.com/nj or by calling 1-877-503-5981.

Payment (\$ 55.45) for this service is due at the time of scheduling and is made directly to the vendor. (See payment options on Application)

Once you are fingerprinted it is the Applicants responsibility to return a copy of their Process Control Number (PCN) receipt to the issuing Agency.

- 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