



RIVERSIDE POLICE DEPARTMENT 856-461-8820

William Eliason
Chief of Police

FIREARMS APPLICATIONS

Applications can be picked up at Riverside Police Headquarters Monday through Friday. Applications may also be printed from the New Jersey State Police website. Completed applications must be turned in to the attention of the **Chief of Police**.

FILING FEE'S MUST BE PAID WHEN COMPLETED ID'S & PERMITS ARE PICKED UP BY THE APPLICANT:

Firearms Purchaser I.D. Card - \$5.00 (Must be at least 18 years of age)

Permit to Purchase Handgun - \$2.00 (Must be at least 21 years of age)

Applicants must complete SP-66 Mental Health Search for all Firearms Requests. Initial Firearms ID, Permit to Purchase Firearm and Lost/Duplicate ID Cards. All fees are nonrefundable even if an applicant is denied.

Fingerprint Submission:

All new applicants and any others at the discretion of the investigating officer will be required to submit their fingerprints. The officer will supply the applicant with a form that they are to fill out and take to IndentoGo (Morpho Trust), where the fingerprinting will be conducted. All information that the applicant will need to contact Morpho Trak will be on the form that the Officer gives the applicant.

If an applicant possesses a valid firearms I.D. card, applicant must go online to www.njportal.com/njsp/criminalrecords and click on "ON LINE FORM 212A", a highlighted block located on the lower left side of the page. **The ORI number for Riverside is NJ0033100.** Follow prompts for demographic and payment information. Upon completion of the form, the applicant will receive an email confirmation & receipt that will include a confirmation number. Applicant is to bring a copy of this confirmation/receipt with the completed application.

References supplied on the application must be individuals who will return the required questionnaire in a timely manner. A firearms application will not be processed without these reference questionnaires being returned. We find that the investigations are completed faster if the references live locally; however, this is not a requirement.

You will be required to present some form of identification. (I.E. Driver's License) to verify proof of residency.

Any questions, contact the Police Department between the hours of 9:30 AM and 1:30 PM weekdays.

FIREARMS APPLICANT PROCEDURE

PLEASE READ CAREFULLY!!

(Improperly prepared applications will not be accepted or processed)

All Applicants:

1. Type or Print all information clearly, on all forms.
2. All addresses must be complete with house number, street, town, state, and zip code and PO Box (If applicable).
3. All forms must be signed. It is requested you complete this in the presence of the law enforcement officer where you are submitting the application to.
4. Return all completed and unused forms.
5. Height shall be in feet and inches, Ex. 6'4".
6. Indicate Race with either Asian, Black, American Indian or White.
7. If you are applying for a Handgun Purchase Permit, there is no limit on the quantity of permits you may apply for.

*** The falsification of information on any of the applications for firearms permits is a violation of N.J.S. 2C:39-10c and is crime of the third degree. Any falsification may result in criminal charges against you.**

First Time Applicants for a Firearms Purchaser Identification Card and/or Handgun Purchase Permit

1. All first time applicants MUST be fingerprinted. The fingerprint process will be completed by IndentoGo (Morpho Trust). This information and appointment form will be provided upon the submission of your properly completed firearms application.
2. Complete the Consent for Mental Health Records Search, form S.P. 66 (Rev. 11/07).
3. Complete a State of New Jersey Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit, Form STS-033 (Rev. 09/09).
4. References should not be relatives, and addresses must be complete, for mailing purposes.

Subsequent Applicants for Additional Permits to Purchase a Handgun or Duplicate Firearms Purchaser Cards

1. A Criminal History Records Check must be conducted on all subsequent applications.
2. As of April 2014, the State Bureau of Identification (SBI) has mandated that **all State Police Applicants** 212A forms must be completed electronically. SBI will no longer accept the yellow 212A paper form for a Duplicate Firearms Purchaser

Identification Card and Handgun Purchase Permits. See below for new instructions to complete the 212A process electronically.

** Check with your municipal police department for local instructions and guidance.**

212A ONLINE APPLICATION INSTRUCTIONS

- Login to the website <https://www.njportal.com/njsp/criminalrecords/>
- When asked for the agency's ORI number, enter the **ORI number provided by your local municipality or if the New Jersey State Police provides police service for your municipality you must acquire the ORI number from the barracks that patrols your municipality.**
- A literal translation will appear giving the option of continuing or canceling the filing.
- If you choose to continue you will fill out the demographics and select the background needed. For Firearm Purchaser Identification Cards and Handgun Purchase Permits you will select :
NJS 2C:58-3. Firearm licensing.
- You will then be requested to enter your State Bureau of Identification number (SBI number- also known as the Firearms Identification number). This is to ensure that you have been finger printed under a firearms application before. If you have not you will be rejected from the process at this time.
- If all information is correct, you will then check out by making the payment by credit card or electronic check. Once the payment is verified, you will receive a Confirmation & Receipt that will include your confirmation number. It is recommended you save this document for your records.
- You will find additional instructions in the help section once you set up your account and become a user.

Any problems or questions contact SBI at 609-882-2000 extension 2918.

3. Additional purchase permit applicants must fill out the State of New Jersey Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit, Form STS-033 (Rev. 09/09).
4. Applicants for a Firearms Purchaser Identification Card duplicate card, i.e., mutilated, lost or stolen, change of address, name and/or sex, must complete form STS-033 as noted above.
5. All applicants must complete the Consent For Mental Health Search, form SP-66 (Rev. 11/07).
6. Current issued Firearms Purchaser Identification Card shall be surrendered at the

time of submission of new application.

Additional Fees:

1. Firearms ID Card- \$ 5.00- **Initial Only**, no fee for a duplicate card.
2. Permit to Purchase a Handgun- \$ 2.00 each
(These fees may be paid by check, or money order payable to the law enforcement agency where the application is submitted.)
If you are applying for a Handgun Purchase Permit, there is no limit on the quantity of permits you may apply for.
3. Criminal History Check- fee is \$20.00 - Only required after you have been initially fingerprinted. I.E. - Duplicate Firearms ID Card, Permit to Purchase a Handgun.
(MUST BE PAID USING THE ONLINE APPLICATION)
4. IndentoGo (Morpho Trust) - Information to include appointments and fees will be provided upon submission of a correctly completed application.

Applying for a Permit to Carry a Handgun (The following instructions are the same for the initial and renewal application)

1. Complete a State of New Jersey Application For Permit To Carry A Handgun, form S. P. 642 (Rev. 02/09) in **triplicate**. All references must know the applicant for a minimum of three years prior to the date of the application.
2. All original copies must be notarized.
3. Submit four color passport size photographs with your application package.
4. Complete the Consent For Mental Health Search, form SP-66 (Rev. 11/07).
5. Submit in writing a justifiable reason / need for the issuance of a permit to carry a handgun. This must be detailed. Armored car guards shall obtain this from the C.E.O. of the company they are employed by. This shall also be notarized.
6. Written proof of qualification with the handgun(s) you intend on carrying if your application is approved. This must be recent at the time of the application and must also be obtained from a certified firearms instructor.
7. A money order in the amount of \$50.00 payable to, "Treasurer - State of New Jersey."

8. All armored car guard applications shall be submitted to the appropriate New Jersey State Police Barracks. All others (Non-Armored car guards) shall be submitted to the law enforcement agency where the applicant resides. If your town of residence is covered by a State Police barracks on a full time basis, submit to that barracks. If part time, submit to that municipal police department. All out of state applicants must submit to the closest New Jersey State Police Barracks (not to include New Jersey State Police Barracks located on toll roads) to where they are geographically located.

***If you are in need of further assistance or direction, contact your local Municipal Police Department or State Police Barracks for guidance.**

HOW TO OBTAIN A NJ FIREARMS ID CARD

N.J.A.C. 13:54-1.4 Applications for a firearms purchaser identification card and for a permit to purchase a handgun

(a) Every person applying for a firearms purchaser identification card or for a permit to purchase a handgun shall furnish such information and particulars as are set forth in the application form designated STS-33. Forms can be obtained from municipal police departments, State Police stations and licensed retail firearms dealers.

(b) The applicant shall waive any statutory or other right of confidentiality relating to institutional confinement.

(c) The applicant shall provide the names and addresses of two reputable citizens personally acquainted with him as references.

(d) The application shall be signed by the applicant and the completed application, together with two sets of the applicant's fingerprints and fees as established by *N.J.A.C. 13:59* in accordance with *N.J.S.A. 53:1-20.5* et seq., a consent for mental health records search form designated SP 66 and a nonrefundable application fee of \$ 5.00 for a firearms identification card and \$ 2.00 for a permit to purchase a handgun, shall be submitted to the chief of police of an organized full-time police department in the municipality in which the applicant resides. If the municipality does not have an organized full-time police department, application shall be made to the State Police station servicing the municipality in which the applicant resides, or to any State Police station in the case of a non- resident.

(e) The chief of police of an organized full time police department of the municipality where the applicant resides, or the Superintendent, when the applicant is a non-resident of this State or when the municipality does not have a full time department, shall accept and investigate applications for firearms purchaser identification cards and permits to purchase handguns.

(f) The fingerprints of any applicant shall be compared with any fingerprints maintained by the State Bureau of Identification and the Federal Bureau of Identification for the purpose of ascertaining the existence of any criminal record. The fingerprints shall be obtained and submitted for such comparison by the chief of police or the State Police, as the case may be.

(g) An applicant for a handgun purchase permit who possesses a valid firearms purchaser identification card, or who has previously obtained a handgun purchase permit from the same licensing authority for which he or she was previously fingerprinted, and who provides an additional valid identification document of his or her identity, need not be fingerprinted again. In such cases, the chief of police or Superintendent shall otherwise fully investigate the applicant in accordance with this subchapter. The chief of police or Superintendent shall require the applicant to complete the New Jersey State Police, State Bureau of Identification (SBI) "Request For Criminal History Record Information For Non Criminal Justice Purpose" form, and pay the appropriate fee established by *N.J.A.C. 13:59*. Applicants unable to provide an additional valid identification document shall submit to fingerprinting.

(h) Applicants for a permit to purchase a handgun may apply for more than one permit per application. The number of permits requested, and each permit number shall be entered in the spaces provided on the application.

(i) The chief of police or the Superintendent, as the case may be, shall either approve or disapprove the applications. Permits and cards shall be issued by the chief of police or the Superintendent to persons who are found to be qualified and who are not subject to any of the disabilities set forth by this subchapter.

N.J.A.C. 13:54-1.5 Prerequisites for a permit to purchase handgun or a firearms purchaser identification card

(a) A permit to purchase a handgun, or a firearm purchaser identification card, shall not be issued to any person:

1. To any person who has been convicted of any crime, or a disorderly persons offense involving an act of domestic violence as defined in section 3 of P.L. 1991, c. 261 (N.J.S.A. 2C:25- 19), whether or not armed with or possessing a weapon at the time of such offense;
2. To any drug dependent person as defined in section 2 of P.L. 1970, c. 226 (N.J.S.A. 24:21- 2), to any person who is confined for a mental disorder to a hospital, mental institution or sanitarium, or to any person who is presently a habitual drunkard;
3. To any person who suffers from a physical defect or disease which would make it unsafe for him or her to handle firearms, to any person who has ever been confined for a mental disorder, or to any alcoholic unless any of the foregoing persons produces a certificate of a medical doctor or psychiatrist licensed in New Jersey, or other satisfactory proof, that he or she is no longer suffering from that particular disability in such a manner that would interfere with or handicap him or her in the handling of firearms; to any person who knowingly falsifies any information on the application form for a handgun purchase permit or firearms purchaser identification card;
4. To any person under the age of 18 years for a firearms purchaser identification card and to any person under the age of 21 years for a permit to purchase a handgun;
5. To any person where the issuance would not be in the interest of the public health, safety or welfare;
6. To any person who is subject to a restraining order issued pursuant to the Prevention of Domestic Violence Act of 1991, P.L. 1991, c. 261 (N.J.S.A. 2C:25-17et seq.) prohibiting the person from possessing any firearm;
7. To any person who as a juvenile was an adjudicated delinquent for an offense which, if committed by an adult, would constitute a crime and the offense involved the unlawful use or possession of a weapon, explosive or destructive device or is enumerated in subsection d. of section 2 of P.L. 1997, c. 117 (N.J.S.A. 2C:43-7.2); or

8. To any person whose firearm is seized pursuant to the Prevention of Domestic Violence Act of 1991, P.L. 1991, c. 261 (N.J.S.A. 2C:25-17 et seq.) and whose firearm has not been returned.

N.J.A.C. 13:54-1.6 Exception for physical disability, mental disorder or alcoholism

A permit or identification card may be issued to a person who had previously suffered from a physical defect or disease, or mental disorder, or was an alcoholic if the applicant provides a certificate of a medical doctor or psychiatrist licensed in New Jersey, or other satisfactory proof that he or she is no longer suffering from that particular disability in such a manner that it would interfere with or handicap him or her in the handling of firearms.

N.J.A.C. 13:54-1.8 Written certification; delivery of permit to purchase

(a) Any person receiving, purchasing or otherwise acquiring a firearm by exhibiting a firearm purchaser identification card shall sign a written certification on form NJSP 634, which shall indicate that he or she presently complies with all of the requirements for obtaining an identification card and does not suffer from any of the disabilities set forth in this subchapter. The certification shall contain his or her name, address and firearms purchaser identification number or dealer's license, and any other information deemed necessary by the Superintendent. If the seller is not a licensed dealer, the certification may be retained by the seller or it may be filed with the chief of police of the municipality in which he or she resides or, in all other cases, with the Superintendent. The seller shall retain the certification if he or she is a licensed dealer.

(b) A permit to purchase a handgun shall be issued to the applicant in quadruplicate. Prior to receiving a handgun from the seller, the purchaser must deliver all copies of the permit to the seller, who shall complete all of the information on the required form. Within five days of the sale the seller shall forward the original copy to the Superintendent and the second copy to the chief of police of the municipality where the purchaser resides; provided that in a municipality having no chief of police, the second copy shall be forwarded to the Superintendent. The third copy shall be returned to the purchaser, and the fourth shall be kept by the seller as a permanent record.

N.J.A.C. 13:54-1.9 Number of firearms that may be purchased

(a) Only one handgun may be purchased or delivered on each permit to purchase.

(b) There shall be no restriction on the number of rifles, shotguns and antique cannons that may be purchased or acquired, provided the receiver possesses a valid firearms purchaser identification card and otherwise complies with all of the provisions of this subchapter.

N.J.A.C. 13:54-1.10 Revocation of a firearms purchaser identification card

(a) A firearms purchaser identification card may be revoked by the Superior Court of the county wherein the card was issued, after a hearing, and upon a finding that the holder no longer qualifies for the issuance of such a card.

(b) The county prosecutor, any law enforcement officer or any citizen may request a hearing for revocation by applying to the Superior Court of the county in which the card was issued.

(c) Any person having knowledge that a person is subject to any of the disabilities set forth in this subchapter to obtain or possess a permit to purchase a handgun or a firearms purchaser identification card may notify the chief of police, the Superintendent or any other law enforcement officer who may take such action as may be deemed appropriate.

N.J.A.C. 13:54-1.11 Duplicate firearms purchaser identification card

(a) Persons shall apply for a duplicate firearms purchaser identification card to replace a lost, stolen or mutilated card, or in the case of a change of residence by the holder, within 30 days of such loss, theft, mutilation, or change of residence.

(b) The applicant shall complete an application for a duplicate firearms purchaser identification card designated as form STS-3 and a consent for mental health records search designated as form SP 66 and present same to the chief of police in the municipality where the applicant resides or to the Superintendent in all other cases.

(c) It shall be the responsibility of the chief of police of the municipality wherein the applicant currently resides or the Superintendent in all other cases, to conduct a criminal history records check and to determine if the applicant is subject to any of the disabilities as provided by law and this subchapter and to issue the duplicate card, should the applicant qualify. The applicant shall pay the appropriate fee for a Criminal History Record Check as established by *N.J.A.C. 13:59* in accordance with *N.J.S.A. 53:1-20.5* et seq. (P.L. 1985, c.69).

N.J.A.C. 13:54-1.12 Appeal

(a) Any person denied a firearms purchaser identification card, a permit to purchase a handgun or a duplicate firearms purchaser identification card may request a hearing in the Superior Court of the county in which he or she resides or in the Superior Court of the county in which his or her application for a firearms purchaser identification card was denied if he or she is a nonresident. The request for a hearing shall be made in writing within 30 days of the denial of the application for a permit, identification card or duplicate identification card. The applicant shall serve a copy of his or her request for a hearing upon the chief of police of the municipality in which he or she resides, if he or she is a resident of New Jersey, and upon the Superintendent in all cases.

(b) Any person denied a firearm purchaser identification card, a permit to purchase a handgun or a duplicate firearms purchaser identification card shall be notified in writing by the issuing authority of the reasons for the denial.

(c) The request for a hearing shall be made in writing within 30 days of the denial, and such request shall also be served upon the chief of police or the Superintendent.

N.J.A.C. 13:54-1.13 Firearms passing to heirs or legatees

(a) Notwithstanding the provisions of this subchapter concerning the transfer, receipt or acquisition of a firearm, a permit to purchase a handgun or a firearms purchaser identification card shall not be required for the passing of a firearm upon the death of an owner thereof to their heir or legatee, whether the same be by testamentary bequest or by the laws of intestacy. A person so acquiring ownership may retain the firearm if he or she meets the requirements of *N.J.A.C. 13:54- 1.5* and *1.6*.

(b) If an heir or legatee is not qualified to acquire a firearm, he or she may retain ownership of the firearm for the purpose of sale for a period of 180 days, which period may be extended by the chief of police or the Superintendent. During such period the firearm must be placed in the custody of the chief of police or Superintendent.

(c) In the case of assault firearms or machine guns disposition shall be in accordance with *N.J.A.C. 13:54-5*.

N.J.A.C. 13:54-1.14 Limitation on fees

No fees, other than those established by this chapter or law, shall be assessed or charged to any person by any governmental entity of this State for the processing of applications, or for the proper investigation of applicants for licenses, permits, cards and registrations in accordance with the provisions of this chapter.

N.J.A.C. 13:54-1.15 Confidentiality of background investigations, permits, firearms identification cards, licenses, certifications, certificates, forms of register, registration statements and applications

Any background investigation conducted by the chief of police, the Superintendent or the county prosecutor, of any applicant for a permit, firearms identification card license, or registration, in accordance with the requirements of this chapter, is not a public record and shall not be disclosed to any person not authorized by law or this chapter to have access to such investigation, including the applicant. Any application for a permit, firearms identification card, or license, and any document reflecting the issuance or denial of such permit, firearms identification card, or license, and any permit, firearms identification card, license, certification, certificate, form of register, or registration statement, maintained by any State or municipal governmental agency, is not a public record and shall not be disclosed to any person not authorized by law or this chapter to have access to such documentation, including the applicant, except on the request of persons acting in their governmental capacities for purposes of the administration of justice.



STATE OF NEW JERSEY



Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit

This form is prescribed by the Superintendent for use by applicants for Firearms Purchaser I.D. Cards & Handgun Purchase Permits. Any alteration to this form is expressly forbidden.

Check Appropriate Block(s)

- Initial Firearms Purchaser Identification Card
Lost or Stolen Identification Card
Mutilated Identification Card
Change of Address on Identification Card
Change of Sex on Identification Card

Change of name on Identification Card

List former name and attach copy of marriage license or court order

Application to Purchase a Handgun Quantity of Permits:

(1) NAME Last (If female, include maiden) First Middle (2) SOCIAL SECURITY NUMBER

(3) RESIDENCE ADDRESS Number & Street City State Zip (4) HOME TELEPHONE

(5) DATE OF BIRTH (6) AGE (7) PLACE OF BIRTH City, State, Country (8) DRIVER'S LICENSE NUMBER & STATE

(9) SEX RACE HEIGHT WEIGHT HAIR EYES (10) DIST. PHYSICAL CHARACTERISTICS (11) U.S. CITIZEN

(12) NAME OF EMPLOYER EMPLOYER'S ADDRESS & TELEPHONE (13) OCCUPATION

(14) ADDRESS APPEARING ON FORMER FIREARMS IDENTIFICATION CARD (15) N.J. FIREARMS ID CARD/SBI NUMBER

(16) Have you ever been convicted of any domestic violence offense... Yes No

(17) Are you subject to any court order issued pursuant to Domestic Violence? Yes No

(18) Have you ever been adjudged a juvenile delinquent? Yes No

(19) Have you ever been convicted of a disorderly persons offense in New Jersey... Yes No

(20) Have you ever been convicted of a crime in New Jersey or a criminal offense... Yes No

(21) Do you suffer from a physical defect or disease? (22) If answer to question 21 is yes, does this make it unsafe... Yes No

(23) Are you an alcoholic? (24) Have you ever been confined or committed to a mental institution... Yes No

(25) Are you dependent upon the use of a narcotic(s) or other controlled dangerous substance(s)? (26) Have you ever been attended, treated or observed by any doctor or psychiatrist... Yes No

(27) Have you ever had a firearms purchaser identification card, permit to purchase a handgun... Yes No

(28) Are you presently, or have you ever been a member of any organization which advocates or approves the commission of acts of force and violence... Yes No

(29) Names, Addresses and Telephone Numbers of two reputable persons who are presently acquainted with the applicant, other than relatives: A. B.

APPLICANT: DO NOT WRITE BELOW THIS SPACE

A non-refundable fee of \$5.00 for a Firearms Purchaser Identification Card (initial Firearms Purchaser ID card only) and/or \$2.00 for each Permit to Purchase a Handgun, payable to the Superintendent of State Police or the Chief of Police in the municipality in which you reside, must accompany this application.

I hereby certify that the answers given on this application are complete, true and correct in every particular. I realize that if any of the foregoing answers made by me are false, I am subject to punishment.

APPROVED IDENTIFICATION CARD/PERMIT NUMBER(S)

(30) Signature of Applicant Date of Application (The disclosure of my social security number is voluntary. Without this number, the processing of my application may be delayed. This number is considered confidential.) Falsification of this form is a crime of the third degree as provided in NJS 2C:39-10c.

- Reason for Disapproval A. CRIMINAL RECORD B. PUBLIC HEALTH SAFETY AND WELFARE C. MEDICAL, MENTAL OR ALCOHOLIC BACKGROUND D. NARCOTICS/ DANGEROUS DRUG OFFENSE E. FALSIFICATION OF APPLICATION F. DOMESTIC VIOLENCE G. OTHER (SPECIFY)

APPLICANT: DO NOT WRITE BELOW THIS SPACE This Day of 20

Signature Title

Department of Police Municipal Code #



CONSENT FOR MENTAL HEALTH RECORDS SEARCH

*This consent MUST be completed by the firearm applicant.
Failure to consent requires denial or disapproval of the application.*



N.J.S.A. 30:4-24.3 provides that all records of any individual's commitment to a non-correctional institution for mental health reasons shall be confidential and shall not be disclosed except in limited circumstances or with the consent of the individual.

PART ONE (To be completed by the applicant)

Name: (Last, Maiden, First, MI)	Date of Birth: (Month, Day, Year)	Social Security #: *See Privacy Act Notice Below.
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Address: (Number & Street)	(Municipality)	(County)	(State)
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List Prior Addresses for past 10 years: NOT APPLICABLE

ADDRESS 1: Dates Resided From: _____ To: _____			
(Number & Street)	(Municipality)	(County)	(State)

ADDRESS 2: Dates Resided From: _____ To: _____			
(Number & Street)	(Municipality)	(County)	(State)

I, _____ am aware of my rights under N.J.S.A. 30:4-24.3, and the Health Insurance Portability and Insurance Accountability Act (HIPAA), 45 C.F.R. 164-50, and consent to the disclosure of my mental health records, including disclosure of the fact that said records may have been expunged, to the Chief of Police and the Superintendent of State Police, or their designees, for the purpose of verifying my firearms permit application and my fitness to own a firearm under N.J.S.A. 2C:58-3. I understand that copies of this authorization shall be considered sufficient authorization for the release of records or for the disclosure of the fact of expungement.

Investigating Police Department _____

Witness (Print Name) _____

X
Signature of Witness _____

X
Signature of Applicant _____

Date _____

* Applicant's Social Security Number is requested pursuant to N.J.S.A. 2C:58-3(e) and disclosure is voluntary. The number will be used to expedite the application. Without this number, the processing of the application may be delayed. This number is considered confidential.

PART TWO (To be completed by County Adjuster's Office, Mental Health Institution and/or Doctor)

	Record of Admission Commitment or Treatment	Date of Check	Signature of Authorized Official or Doctor (Dr.: Provide Medical License #)
County Adjuster's Office	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Expunged	_____	_____
Institution or Doctor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Expunged	_____	_____

PART THREE (To be completed by authorized official or doctor only if applicant has record of admission, commitment, or treatment at a hospital, mental institution or sanitarium for a mental disorder)

NAME OF HOSPITAL, MENTAL INSTITUTION OR SANITARIUM	ADMISSION (mo/day/yr)	DISCHARGE (mo/day/yr)	SIGNATURE OF AUTHORIZED OFFICIAL OR DOCTOR
_____	_____ to _____	_____ to _____	_____

(1) Originating Agency Number (ORI #) NJ0033100		(2) Category FIR		(3) Statute Number 2C:58-1 THRU 4.1	
(4) Reason for Fingerprinting FIREARMS LICENSING			(5) Document Type B1		(6) Payment Information \$55.45
(7) Contributor's Case # (Unique Identifier)			(8) Miscellaneous		
(9) First Name		(10) MI		(11) Last Name	
(12) Daytime Phone Number () -		(13) Social Security Number (Optional)		(14) Date of Birth	(15) Height
(16) Weight		(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)	
(19) Country of Citizenship					
(20) Home Address					
Address		City		State	Zip
(21) Gender (Select one)		(22) Hair Color		(23) Eye Color	
<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both					
(24) Race (Select One)					
<input type="checkbox"/> Asian/ Pacific Islander (includes Asian Indian) <input type="checkbox"/> Black <input type="checkbox"/> American Indian / Alaska Native <input type="checkbox"/> White (Includes Hispanic/ Spanish Origin) <input type="checkbox"/> Unknown					
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address			
		City		State	Zip
Identification Requirement - Acceptable identification must be presented at the <u>time of printing</u> . Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/employer), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).					

Please READ This Form Carefully:

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, **IDG_NJAPP_020115_V2**, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

Cancel/ Reschedule:

Appointments may be canceled or rescheduled via the website or the call center **before the deadline of 5PM EST** the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form **IDG_NJAPP_020115_V2**, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 appointment fee. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information: RIVERSIDE TWP PD		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM