



HIGHLAND PARK POLICE DEPARTMENT

Investigations Division

222 South 5th Ave.
Highland Park, N.J. 08904

732-572-3800 Ext. 4220
732-572-6533 Fax

NOTICE TO APPLICANTS FOR FIREARMS IDENTIFICATION CARDS OR HANDGUN PERMITS

FIRST TIME APPLICANTS

1. COMPLETE AND PRINT 2 COPIES OF THE FOLLOWING: [Application for Firearms Purchaser Identification Card/ Application to Purchase a Handgun](#) **** **DO NOT SIGN THE FORM; MUST BE SIGNED IN THE PRESENCE OF A POLICE DEPARTMENT OFFICIAL** ****
2. COMPLETE AND PRINT 2 COPIES OF THE FOLLOWING: [Consent For Mental Health Records Search](#)
**** **DO NOT SIGN THE FORM; MUST BE SIGNED IN THE PRESENCE OF A POLICE DEPARTMENT OFFICIAL** ****
3. It is strongly recommended, but not mandatory, that you contact the DETECTIVE BUREAU at (732)572-3800 EXT. 4220 to make an appointment to have your application reviewed before submission to ensure that there are no errors or missing documents that would delay processing your application. *** (Please note that appointments for application reviewing is typically on Wednesdays & Fridays from 9:00 am – 3:00 pm, but other days and times may be available upon request)***
4. THERE IS A \$5.00 FEE FOR THE IDENTIFICATION CARD. *** PLEASE HAVE EXACT CHANGE ***
5. THERE IS A \$2.00 FEE FOR EACH HANDGUN PERMIT. *** PLEASE HAVE EXACT CHANGE ***
6. YOU WILL RECEIVE A FORM FOR FINGERPRINTING, WHICH IS CONDUCTED BY [MORPHOTRUST INC.](#) YOU WILL BE RESPONSIBLE TO MAKE AN APPOINTMENT FOR FINGERPRINTING.

CURRENT FIREARMS IDENTIFICATION CARD HOLDERS NEEDING A DUPLICATE CARD OR CHANGE OF ADDRESS

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2. COMPLETE AND PRINT 2 COPIES OF THE FOLLOWING: [Consent For Mental Health Records Search](#)
**** **DO NOT SIGN THE FORM; MUST BE SIGNED IN THE PRESENCE OF A POLICE DEPARTMENT OFFICIAL** ****
3. It is strongly recommended, but not mandatory, that you contact the DETECTIVE BUREAU at: (732) 572-3800 EXT. 4220, BRING YOUR OLD FIREARM ID CARD WITH YOU IF YOU HAVE IT.
4. IF YOU HAVE BEEN FINGER PRINTED WITHIN 5 YEARS, YOU WILL BE REQUIRED TO HAVE AN ONLINE STATE POLICE CHECK CALLED 212A WHICH HAS A MANDATORY \$20.00 FEE. (INSTRUCTIONS WILL BE PROVIDED WHEN YOU SPEAK WITH THE DETECTIVE BUREAU.)
5. IF YOU HAVE BEEN FINGERPRINTED FOR A FIREARM 5 YEARS OR MORE FROM THE TIME OF YOUR REQUEST YOU WILL RECEIVE A FORM FOR FINGERPRINTING, WHICH IS CONDUCTED BY [MORPHOTRUST INC.](#) YOU WILL BE RESPONSIBLE TO MAKE AN APPOINTMENT FOR FINGERPRINTING.

BOROUGH RESIDENTS WITH A FIREARMS IDENTIFICATION CARD SEEKING HANDGUN PERMITS

1. COMPLETE AND PRINT 2 COPIES OF THE FOLLOWING: [Application for Firearms Purchaser Identification Card/ Application to Purchase a Handgun](#), **** **DO NOT SIGN THE FORM; MUST BE SIGNED IN THE PRESENCE OF A POLICE DEPARTMENT OFFICIAL** ****
2. COMPLETE AND PRINT 2 COPIES OF THE FOLLOWING: [Consent For Mental Health Records Search](#)
**** **DO NOT SIGN THE FORM; MUST BE SIGNED IN THE PRESENCE OF A POLICE DEPARTMENT OFFICIAL** ****
3. It is strongly recommended, but not mandatory, that you contact the DETECTIVE BUREAU at: (732) 572-3800 EXT. 4220, BRING YOUR OLD FIREARM ID CARD WITH YOU IF YOU HAVE IT. YOU ARE RESPONSIBLE TO MAKE AN APPOINTMENT FOR FINGERPRINTING.
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6. THERE IS A \$2.00 FEE FOR EACH HANDGUN PERMIT.

RELATIVES CANNOT BE USED AS REFERENCES. REFERENCES SHOULD RESIDE IN THE STATE OF NJ.

TWO (2) PASSPORT SIZE COLOR PHOTOS MUST BE SUBMITTED.

IF YOU HAVE QUESTIONS REGARDING THE APPLICATION PROCESS OR THE STATUS OF AN APPLICATION, CONTACT DETECTIVE BUREAU AT 732-572-3800 EXT. 4220