



LINWOOD POLICE DEPARTMENT

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LINWOOD, NJ 08221

Steven M. Cunningham
Chief of Police



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INSTRUCTIONS FOR CONCEALED CARRY PERMIT

The Concealed Carry Permit website allows for online submission of both initial and renewal applications. Approved applications are due for renewal every two (2) years. Renewal applications can be submitted up to four (4) months before the expiration date. *However for Linwood Applicants, we recommend submitting renewal applications one (1) month prior to your expiration date.*

Please review the below listed website for the most up-to-date instructions for issued by the New Jersey State Police Firearms Investigation Bureau as well at the attached pages.

ACCESSING THE CONCEALED CARRY INSTRUCTIONS & APPLICATION PORTAL:

<https://njsp.njoag.gov/firearms-investigation-licensing-bureau/concealed-carry-permit/>

LINWOOD ORI #: NJ0011400

WHAT WILL HAPPEN AFTER YOUR APPLICATION IS SUBMITTED:

After your application is received and reviewed, you will be contacted via E-mail from the Linwood Police Department with payment instructions. *The NJ State mandated fee for a Concealed Carry Permit is \$150.00.*

Payment will only be accepted in the form of a check or money order made payable to "City of Linwood". No other forms of payment will accepted. Fingerprints and/or payment must be received before your application will be processed.

This fee is separate from any online fees you have already paid online. *Fees are mandated by the State of NJ, NOT the City of Linwood.*

You will receive an email within 1-5 business days of application being received with further payment instructions. Once your payment is received, your application will be processed.

If your application is approved and your documents are ready for use you will receive an email through the System portal with further instructions.

If your application is denied, you will received a Certified Letter via US Mail including the reason(s) for denial and instructions for the process on how to appeal the denial.

THE FOLLOWING ARE THE MOST COMMON ERRORS BY APPLICANTS:

APPLICATION REFERENCES:

You will need to submit the Names, Addresses, Telephone numbers and email addresses of FOUR (4) references whom you have known for at least 3 years **THAT ARE NOT RELATED BY BLOOD OR LAW**. *This includes Father-in-Law, Mother-in-Law, Sister-in-Law, Brother-in-Law, Cousins, Nieces, Nephews, Aunts, Uncles, Ect.*

Please use the FULL LEGAL NAME of references - DO NOT USE NICKNAMES: If their legal name is "Charles" but they go by "Chuck or Skip", submit their name as "Charles", NOT "Chuck or Skip".

If your reference commonly goes by their middle name, instead of their given first name, you MUST submit their FULL LEGAL NAME. (Charles John Doe who is commonly known as "John Doe" must be submitted as "Charles J. Doe or Charles John Doe")

PHOTOGRAPH SUBMISSIONS:

All initial applicants are also required upload a clear headshot photograph similar to a passport style photo (photo of head and shoulders with a **LIGHT COLORED SOLID BACKGROUND – NO HATS OR GLASSES**).

Please to not submit pictures with a scenic background, group Photos, beach photos, photos of you giving a thumbs up, Photos of your Drivers License or any other type of photo identification. Photos that do not meet the criteria will be rejected and you will be required to resubmit an acceptable photo prior to your application being processed..

CHECKING AND RESPONDING TO EMAILS:

Please frequently check your email for status updates during your application process such as payment instructions, application issues in need of correction and any other issues regarding your application.

PLEASE RESPOND/REPLY TO EMAILS THAT ASK FOR A RESPONSE OR A REPLY. This is so we know the email was properly received.

Please check on your "spam folder/junk mail" as well as we have found that some e-mail domains have treated FARS related emails as "Spam" and kept them from reaching inboxes. This seems to happen with many gmail accounts.

PAYMENTS:

Payments are currently ONLY accepted in the form of a check or money order. No Cash, Credit Cards, Venmo, Zelle or any other type of payment can be accepted.

Checks or money orders are to be made out to "CITY OF LINWOOD", not "Linwood Police Department"

Please frequently check your email for status updates during your application process.

Please check on your "spam folder/junk mail" as well as we have found that some e-mail domains have treated FARS related emails as "Spam" and kept them from reaching inboxes.

For your convenience all instructions and links have been posted on the Linwood City Website:

<http://www.linwoodcity.org/police/firearms.asp>

You may also access all information from the New Jersey State police Website at:

<https://njsp.njoag.gov/firearms-investigation-licensing-bureau/>

If you have any additional questions, please contact Agent Donald Auge at (609) 926-7981 or via email at dauge@linwoodpd.org ***Email preferred for a more prompt response.***