



# LINWOOD POLICE DEPARTMENT

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## **INSTRUCTIONS FOR CONCEALED CARRY PERMIT**

Concealed Carry Permit Application submissions are now completed online for 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. Concealed Carry Permit applicants need to have been fingerprinted for firearms purposes in New Jersey and assigned an SBI number before they can apply for a Concealed Carry Permit. If you have never been fingerprinted for firearms purposes in New Jersey before, start with an application for an Initial Firearms Identification. Please see form for "FIREARMS APPLICATION PROCEDURE FOR FIREARMS IDENTIFICATION CARD & HANDGUN PURCHASE PERMITS" for instructions.

The website for the online concealed carry application is:

<https://www.njportal.com/NJSP/ConcealedCarry/>

If you have lived outside of the state of New Jersey in the last ten (10) years, please fill out form SP-066 (Consent for Mental Health Records) and upload it to your application.

<https://nj.gov/njsp/firearms/pdf/sp-066.pdf>

You can find the all of the required training information and approved forms at the following website:

<https://nj.gov/njsp/firearms/forms.shtml>

Linwood ORI for application: **NJ0011400**

Once your online application is received and reviewed you will be sent an email with instructions for your \$150 payment fee. This payment may be made by check or money order to "City of Linwood".

**\*\*Email Instructions may take a few days – we also ask that you check your spam/junk folders for messages regarding your application\*\***

All other state fees will be paid online during the application process.

**We also ask that you check the New Jersey State Police website ([www.njsp.org](http://www.njsp.org)) under "firearms info and forms to download" for the most up to date instructions and requirements as they are all subject to changes.**

If you have any questions concerning this application process, please contact Agent Donald Auge at (609) 926-7981 or via email at [dauge@linwoodpd.org](mailto:dauge@linwoodpd.org). **\*\*Email is preferred\*\***

**Please see next page for further instructions**

**WHAT WILL I NEED FOR SUBMITTING AN INITIAL CONCEALED CARRY PERMIT APPLICATION?**

- SBI Number
- Upload of recent passport style photograph with a solid light background, head and shoulders only
- One (1) training record completed within the past two (2) years, instructor name, and qualification date. **Please refer to [www.njsp.com](http://www.njsp.com) >firearms information>forms to download for the latest requirements. This also includes the proper firearms qualification form(s) and training requirements. The listed training form and qualification course will be the ONLY ones accepted. NO EXCEPTIONS!!!**
- Personal Information: including Social Security Number and Driver's License Number
- Background Information
- **For Armored Car Applicants: Uploaded Employment Letter (MUST APPLY THROUGH NJSP ONLY)**
- Contact Information for four (4) non related references. **(References cannot be related by blood or law). This includes Father-In Law, Brother-In-Law, Sister-In-Law, Mother-In-Law, Ect.**
- Information on handguns to be carried
- \$150 Application Fee (check or money order only)

**WHAT WILL I NEED FOR SUBMITTING A RENEWAL CONCEALED CARRY APPLICATION**

Same Information that is listed for Initial Application.

**WHEN YOUR APPLICATION HAS BEEN PROCESSED & APPROVED YOU WILL RECEIVE FURTHER NOTIFICATIONS VIA EMAIL WITH FURTHER INSTRUCTIONS.**

**IF YOUR APPLICATION HAS BEEN DENIED YOU WILL RECEIVE FORMAL NOTIFICATION VIA US MAIL.**

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

**[www.Linwoodcity.org](http://www.Linwoodcity.org) >City Services > Police > Firearms Applications**