



**NORTH HANOVER TOWNSHIP  
POLICE DEPARTMENT**

41 Schoolhouse Road, Jacobstown, NJ 08562  
(609) 723-8300 Office (609) 758-3351  
northhanovertwp.com

**Chief Robert F. Duff**  
*Chief of Police*

**PERMIT TO CARRY**  
**APPLICATION INSTRUCTIONS**

*WHAT YOU NEED TO KNOW...*

1. Applications will be accepted Monday thru Friday 8:30 am to 3:30pm.  
**YOU MUST APPLY IN PERSON.**
2. You must be a New Jersey Firearms ID Card Holder.
3. The instructions are the same, whether this in an Initial Application or a Renewal application.
4. Complete Permit to Carry Application (1 Original Copy)  
[www.njsp.org/firearms/pdf/sp-642.pdf](http://www.njsp.org/firearms/pdf/sp-642.pdf)
5. A consent for Mental Health Search Form (S.P. 066) submitted with application.  
[https://nj.gov/njsp/firearms/pdf/sp-066\\_201907.pdf](https://nj.gov/njsp/firearms/pdf/sp-066_201907.pdf)
6. All Applicants must be fingerprinted for initial or renewal applications. Applicants can visit IDENTIGO <https://uenroll.identigo.com/> to schedule an appointment.
  - A. When scheduling your appointment, use Service Code: **2F164B**
  - B. Use ORI # **NJ0032700** for North Hanover Township
  - C. For Contributors case number – use applicants last name, month, day, and year of birth (example: Smith01011990 = Smith January 1, 1990.)



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**PLEASE PROVIDE THE FOLLOWING AT TIME OF APPLICATION:**

- Driver's License and Birth Certificate or Driver's License and Passport or Driver's License and Naturalization Paperwork/Green Card
- One (1) State of New Jersey Application for Permit To Carry A Handgun, form SP642. Must be double sided and notarized.
- Two (2) color passport size photographs.
- Consent for Mental Health Search, form SP066
- Submit proof of qualification with a certified firearms instructor along with firearms proof of certification.
- Money Order in the amount of \$50.00 payable to; "Treasurer, State of New Jersey" and Money Order in the amount of \$150.00 payable to "North Hanover Township"
- Identogo receipt from Fingerprinting.
- \*\* The required written Firearms Qualification in accordance with N.J.A.C 13.54-2(B), can be obtained at most firearms ranges through out of state. A list is available at: <https://www.nj.gov.njsp/firearms/shooting-ranges.shtml>
- \*\*\*A New Jersey permit to carry is valid for two (2) years from time of approval\*\*\*\*

**IF ANY OF THE PRECEDING IS NOT COMPLETE OR INCORRECT THE  
APPLICATION WILL BE RETURNED AND YOU WILL HAVE TO RE-APPLY.**