

Park Ridge, NJ Police Department

Applying for Permit to Carry (PTC) a Handgun

Please DO NOT just show up with your application. You must schedule an in-person appointment with a firearms application officer by e-mailing firearms@parkridgepolice.com and requesting an appointment.

PLEASE PROVIDE THE FOLLOWING REQUIRED DOCUMENTS 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.
- Three (3) State of New Jersey Applications for Permit to Carry A Handgun, form SP642. (To print out go to: <https://nj.gov/njsp/firearms/forms.shtml> - scroll down to 'Permit to Carry')
 - One (1) must be double sided and notarized. Please ensure you have signed the application and the date of application matches the date it is notarized.
 - Two (2) copies of the original, double sided, are acceptable.
- (4) color passport size photographs or 1.5 in x 1.5 in. (A digital photo can be e-mailed to firearms@parkridgepolice.com in addition, if you wish it to be directly printed on your permit)
- Consent for Mental Health Search, form SP066. Fill it out but **DO NOT SIGN** – your signature needs to be witnessed by a Police Officer. (To print out go to: <https://nj.gov/njsp/info/pdf/firearms/sp-066.pdf>)
- Written proof of ownership and qualification with the handgun(s) you intend on carrying:
 - Proof of ownership can be a purchase receipt OR purchase permit OR a notarized letter of ownership listing the make, model, and serial number of handgun(s).
 - Written qualification must be within six (6) months of application and include the Certified Firearms Instructor's (CFI) name and certification, make, model, caliber, and serial number of handgun(s). **(See Notes #2)**
- Two (2) Money orders made as follows:
 - \$50.00 payable to: "New Jersey State Police"
 - \$150.00 payable to: "Borough of Park Ridge" and in the Notes Put: "Park Ridge Police Firearms"

NOTES

[1] All applicants (initial and renewal) for PTC must be fingerprinted. Instructions on how/where to get fingerprinted will be provided at your in-person meeting with the firearms officer. You will need a contributor's case number from us before you can be fingerprinted.

[2] The required firearms qualification, in accordance with N.J.A.C. 13:54-2.4(B), can be obtained at most firearms ranges throughout the state. A list is also available at <https://nj.gov/njsp/firearms/shooting-ranges.shtml>.

[3] A PTC is valid for two (2) years from the time of approval.