



TOWNSHIP OF MORRIS

POLICE DEPARTMENT

49 WOODLAND AVENUE
PO BOX 7603
CONVENT STATION, NEW JERSEY 07961-7603
FX: 973.326.7485
www.morristwp.com

John K. McGuinness
CHIEF OF POLICE
973.326.7471

FEES FIREARMS APPLICATIONS

FIREARMS FORMS ARE LOCATED AT THE
N.J. STATE POLICE WEBSITE

1. INITIAL FIREARMS IDENTIFICATION CARD: **\$5.00**
Cash or Personal Check made payable to: **"TOWNSHIP OF MORRIS"**.
2. DUPLICATE FIREARMS IDENTIFICATION CARD: **\$5.00** (see page 2)
Change of Address, Change of name, Replace lost, stolen or mutilated card
3. PERMIT TO PURCHASE A HANDGUN: **\$2.00** (each permit) (see page 2)
Cash or Personal Check per permit made payable to: **"TOWNSHIP OF MORRIS"**.
4. PERMIT TO CARRY A HANDGUN: **\$20.00**
Check made payable to "New Jersey State Judiciary". Do **not** submit this fee until your eligibility is evaluated.

EFFECTIVE 12.1.2009: applicants who require FINGERPRINTING will be directed to Sagem Morpho for digital fingerprinting and a fee of \$56.50 is paid directly to Sagem Morpho. This will include all first time Firearms applicants and all "Permit to Carry" applicants. Once the initial application is submitted in duplicate and signed, the assigned Detective will provide you with directions for Sagem Morpho.

EFFECTIVE 1.1.2014: criminal background check fee is \$20.00 and MUST be completed at the NJSP web portal. SEE page two for instructions.

Questions? See the Police Department web page at www.morristwp.com or contact the Firearms Unit: 973.326.7477.

CRIMINAL BACKGROUND CHECKS

Effective January 1, 2014 the process for applicants that require a criminal background check will change for:

Firearms Licensing: NJS 2C:58-3

Township of Morris Local Ordinance: Taxi, Canvassing, and other permits

There is a \$20.00 fee and payment must be made by credit card or electronic check. Payment will be made on the NJSP website. Prior to signing onto the website for a background check you must complete your application and speak with the assigned Detective **first**. The assigned Detective will contact you when they receive your completed application. The processing time for an application will vary based on workload so please do not call the Detective Bureau.

The assigned Detective will tell you when to proceed to the next step, to go to this website: <https://www.njportal.com/njsp/criminalrecords/>

You will need the Morris Township Police ORI number to complete the form: **NJ0142200**.

On the first page of the form the applicant will enter the ORI number in the space provided. At this time the applicant will be asked to verify the ORI number submitted. A literal translation of the ORI will appear and the applicant has the option of continuing or canceling the form. If the continue option is chosen, the applicant will fill out the demographics and select the type of background check needed. There are four options:

NJS 2C:58-3 Firearm Licensing
Local Ordinance
State Agencies
Statute for HUD Compliance

If the applicant selects the Firearms Licensing option, they will be asked to include their State Bureau of Identification number (SBI number) if available, to verify that they have prints on file for a firearm's ID card. If the SBI number is not available and the SBI is unable to find an SBI number, the request will be rejected. If the Local Ordinance or State Agency option is selected the "Reason for Filing Request" box must be completed with the appropriate statute, rule or regulation, executive order, administrative code, local ordinance, or resolution. When this is completed the applicant must then check the agreement box and will have the opportunity to review and make changes before moving onto the payment screen.

Please notify the assigned Detective when you complete your application on the website.