

## INITIAL PUBLIC CORPORATION RETAIL FIREARMS DEALER LICENSE

(K-Mart, Dick's Sporting Goods etc.)

In order to obtain an Initial Retail Firearms Dealer License each Store Manager must complete the following:

- One (1) Application for Employee of Firearms Dealer  
**Fee** - A single \$5.00 check or money order made payable to **Division of State Police** and attached to the completed Employee of Firearms Dealer Application.
- One (1) Consent for Mental Health Records Search (complete part one only and sign at **X**). **THERE MUST BE A WITNESS SIGNATURE, THE APPLICATION WILL NOT BE PROCESSED WITHOUT ONE. THE WITNESS CAN BE ANYONE OVER THE AGE OF 18.**
- One (1) Municipal Police Records Check (Complete Part One and Part Two Only) Your Application **will not** be processed without this form.

### LICENSE FEE

- One (1) \$50.00 Money Order made payable to **Division of State Police**.

If the employee has a Firearms Purchaser's Identification Card, or was previously licensed as an employee of a Retail Firearms Dealer he/she must complete:

- One (1) SBI 212A form complete on line.

As of April 2014, the State Bureau of Identification (SBI) has mandated that **all** 212A forms must be completed electronically. SBI will no longer accept the yellow 212A paper form for dealer license renewals and employee licenses. See below for new instructions to complete the 212A process electronically.

### 212A ONLINE APPLICATION INSTRUCTIONS

- Login to the website <https://www.njportal.com/njsp/criminalrecords/>
- When asked for the agency's ORI number enter **NJNSPG520**

- A literal translation will appear giving the option of continuing or canceling the filing.
- If you choose to continue you will fill out the demographics and select the background needed. For Dealer Licensing and employee licenses you will select :

**NJS 2C:58-3. Firearm licensing.**

- You will then be requested to enter your State Bureau of Identification number (SBI number- also known as the Firearms Identification number). This is to ensure that you have been finger printed under a firearms application before. If you have not you will be rejected from the process at this time.
- If all information is correct, you will then check out by making the payment by credit card or electronic check. Once the payment is verified, you will receive a Conformation & Receipt that will include your confirmation number. It is recommended you save this document for your records.
- You will find additional instructions in the help section once you set up your account and become a user.

Any problems or questions contact SBI at 609-882-2000 extension 2991.

If the store manager does not comply with the above, fingerprints will have to be taken.

The State of New Jersey has contracted with a private vendor, IdentoGO by MorphoTrust USA to collect applicant fingerprints and related fees. A copy of the list of sites and hours of operation is provided for your reference on the website [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj).

After a Retail Firearms Dealer application package is received by this office, you will be sent a IdentoGO fingerprint application form. The form will contain all the information you will need to schedule a fingerprint appointment. **READ THE INSTRUCTIONS ON THE APPLICATION CAREFULLY** before the appointment is made. This process will allow the Firearms Investigation Unit to expedite your application.

INITIAL RETAIL EMPLOYEES

Any person handling firearms or ammunition, or presenting any firearm for sale to any customer, must have a Retail Firearms Dealer employee license.

One (1) Application for Employee of Firearm Dealer  
**Fee** - A single \$5.00 check or money order made payable to **Division of State Police** and attached to the completed employee application.

One (1) Consent for Mental Health Records Search (complete part one only and sign at the **X.**) **THERE MUST BE A WITNESS SIGNATURE, THE APPLICATION WILL NOT BE PROCESSED WITHOUT ONE. THE WITNESS CAN BE ANYONE OVER THE AGE OF 18.**

One (1) Municipal Police Records Check (complete part one & two only) Your application **will not** be processed without this form.

If the employee has a Firearms Purchaser's Identification Card, or was previously licensed as an employee of a Retail Firearms Dealer he/she must complete:

One (1) SBI 212A form completed online.

As of April 2014, the State Bureau of Identification (SBI) has mandated that **all** 212A forms must be completed electronically. SBI will no longer accept the yellow 212A paper form for dealer license renewals and employee licenses. See below for new instructions to complete the 212A process electronically.

**212A ONLINE APPLICATION INSTRUCTIONS**

- Login to the website <https://www.njportal.com/njsp/criminalrecords/>
- When asked for the agency's ORI number enter **NJNSPG520**
- A literal translation will appear giving the option of continuing or canceling the filing.
- If you choose to continue you will fill out the demographics and select the background needed. For Dealer Licensing and employee licenses you will select :  
**NJS 2C:58-3. Firearm licensing.**
- You will then be requested to enter your State Bureau of Identification number (SBI number- also known as the Firearms Identification number). This is to ensure that you have been finger printed under a firearms application before. If you have not you will be rejected from the process at this time.
- If all information is correct, you will then check out by making the payment by credit card or electronic check. Once the payment is verified, you will receive a Confirmation & Receipt that will include your confirmation number. It is recommended you save this document for your records.

- You will find additional instructions in the help section once you set up your account and become a user. Any problems or questions contact SBI at 609-882-2000 extension 2991.

The applicant will have to be fingerprinted if he/she **does not** have a New Jersey Firearms Purchaser's Identification Card or was never licensed as an employee of a Retail Firearms Dealer. The **Sagem Morpho, Inc.** process will be **utilized**.

ADDITIONAL REQUIREMENTS

One (1) Zoning Authorization Form. This form is to be completed by your local zoning official and returned with your completed application. No applications will be processed until the dealer demonstrates compliance with local zoning ordinances. Failure to return an executed authorization form will result in your applications/fees being returned to you.

**IF YOU ARE INCORPORATED - Copy of your Certificate of Incorporation & Annual Report.**

**IF YOU ARE A PARTNERSHIP OR SOLE PROPRIETOR - Copy of your Business Trade Name Certificate.**

**Any person handling guns or ammunition, or presenting any firearm for sale to any customer, must have a Retail Dealer's Employee License.**

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Failure to complete the enclosed applications and forms properly will cause a delay in the renewal of your Retail Dealer's License.

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Please complete the enclosed applications, Mental Health Consent Forms and Municipal Police Records Check in their entirety and return them along with the appropriate fees within 14 days. This will enable us to process your applications promptly.

Should you have further questions, please contact the Firearms Investigation Unit, Applicant Investigation & Compliance Bureau, Box 7068, West Trenton, New Jersey 08628-0068, or telephone at 609-882-2000, extension 2525.