

**INITIAL RETAIL FIREARMS DEALER LICENSE**

Dealer must first obtain written zoning approval and forward to the Firearms Investigation Unit.

In order to obtain an Initial Retail Dealer License each Corporate Member, Partner or Owner must complete the following:

**IF YOU ARE INCORPORATED, LLC., or COMPANY** - Copy of your Certificate of Incorporation; LLC.

**IF YOU ARE A PARTNERSHIP OR SOLE PROPRIETOR** –

- One (1) Copy of your Business Trade Name Certificate.
- Two (2) Applications for Retail Firearms Dealer’s License - S.P. 649 (Rev 07/13)
- One (1) Corporation or partnership form (as it applies) – S.P. 649A (Rev 11/03)
- One (1) Consent for Mental Health Records Search - S.P. 66 (Rev. 11/07)  
(complete part one only and sign at “X”) Ensure that “Witness” is signed by a third party eighteen years of age or older.
- One (1) Municipal Police Records Check Form (complete parts one & two only)  
Your application **will not** be processed without this or any other of the above forms.

LICENSE FEE

---

- One (1) \$50.00 Money Order made payable to “**Division of State Police**”.  
(this fee covers all Corporate Members, Partners and Owners)

In addition to the above forms all applicants must be fingerprinted.

The State of New Jersey has contracted with a private vendor, Identogo by MorphoTrust USA to collect applicant fingerprints and related fees. A list of sites can be found on the Identogo 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.

**Any person handling firearms or ammunition, presenting any firearm for sale to any customer, and access or handling of records pertaining to Firearms and ammunition must have a Retail Firearms Dealer Employee License.**

\*\*\*\*\*

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

\*\*\*\*\*

Please complete the enclosed applications, Consent for Mental Health Records Search form(s) 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 at 609-882-2000 extension 2060.

MAIL COMPLETED INITIAL PACKAGE TO:

**NEW JERSEY STATE POLICE  
FIREARMS INVESTIGATION UNIT  
P.O. BOX 7068  
WEST TRENTON, N. J. 08628-0068**

## **INITIAL RETAIL EMPLOYEES**

An employee who has not previously been fingerprinted as a firearms applicant must be fingerprinted through IdentoGO.

- One (1) Application for Employee of Firearm Dealer - S.P. 641 (Rev 10/08)  
**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- S.P. 66 (Rev. 11/07)  
(complete part one only and sign at “**X**”) Ensure that “Witness” is signed by a third party eighteen years of age or older.
- One (1) Municipal Police Records Check Form (complete parts one and two only)  
Your application **will not** be processed without this or any other of the above forms.

In addition to the above forms, the applicant must be fingerprinted if he/she **does not** have a New Jersey Firearms Purchaser Identification Card or an S.B.I. number assigned as a Firearms Applicant. The IdentoGO form will be utilized.

### **OR**

If the employee has a Firearms Purchaser Identification Card, he/she must complete online:

- One (1) SBI 212A, Request For Criminal History Record Information For A Noncriminal Justice Purpose Form.

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. **Please send a copy of the Confirmation & Receipt with your application.** 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 2918.

**Any person handling firearms or ammunition, presenting any firearm for sale to any customer, and access or handling of records pertaining to Firearms and ammunition must have a Retail Firearms Dealer Employee License.**

\*\*\*\*\*

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

\*\*\*\*\*

Please complete the enclosed applications, Consent for Mental Health Records Search form(s) 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 at 609-882-2000 extension 2060.

MAIL COMPLETED INITIAL PACKAGE TO:

**NEW JERSEY STATE POLICE  
FIREARMS INVESTIGATION UNIT  
P.O. BOX 7068  
WEST TRENTON, N. J. 08628-0068**

**RETAIL FIREARMS DEALER LICENSE RENEWAL**  
(PRIVATE CORPORATION, SOLE PROPRIETOR, PARTNERSHIP)

In order to renew your Retail Firearms Dealer License each Corporate Member, Partner, Store Manager or Owner must complete the following:

**IF YOU ARE INCORPORATED, LLC., or Company** - Copy of your Certificate of Incorporation; LLC & Annual Report.

**IF YOU ARE A PARTNERSHIP OR SOLE PROPRIETOR** -

- One (1) Copy of your Business Trade Name Certificate.
- Two (2) Applications for Retail Firearms Dealer's License - S.P. 649 (Rev 07/13)
- One (1) Corporation or partnership form (as it applies) – S.P. 649A (Rev 11/03)
- One (1) Consent for Mental Health Records Search - S.P. 66 (Rev. 11/07)  
(complete part one only and sign at “X”) Ensure that “Witness” is signed by a third party eighteen years of age or older.
- One (1) Municipal Police Records Check Form (complete parts one & two only)  
Your application **will not** be processed without this or any other of the above forms.
- One (1) SBI 212A, Request For Criminal History Record Information For A Noncriminal Justice Purpose Form.

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. **Please send a copy of the Confirmation & Receipt with your application.** 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 2918.

LICENSE FEE

One (1) \$50.00 Money Order made payable to Division of State Police. (This fee covers all Corporate Members, Partners and Owners)

**Any person handling firearms or ammunition, presenting any firearm for sale to any customer, and access or handling of records pertaining to Firearms and ammunition must have a Retail Firearms Dealer Employee License.**

\*\*\*\*\*

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

\*\*\*\*\*

Please complete the enclosed applications, Mental Health Consent Forms and Municipal Police Records Check Form in their entirety and return them along with the appropriate fees within **14** days to the address below. Also complete the online 212A form. This will enable me to process your applications promptly.

Should you have further questions, please call 609-882-2000, extension 2060.

MAIL COMPLETED INITIAL PACKAGE TO:

**NEW JERSEY STATE POLICE  
FIREARMS INVESTIGATION UNIT  
P.O. BOX 7068  
WEST TRENTON, N. J. 08628-0068**

## RENEWAL RETAIL EMPLOYEE LICENSE

**Any person handling firearms or ammunition, presenting any firearm for sale to any customer, and access or handling of records pertaining to Firearms and ammunition must have a Retail Firearms Dealer Employee License.**

Store managers of private corporations must be licensed as employees of Retail Firearms Dealer's consistent with the instructions listed below.

Application Process:

If you are Renewing your employee license or an initial applicant who possesses:

- A. New Jersey Firearms Purchaser Identification Card
- B. Employee of a Retail Firearms Dealer License, you must complete the following:
  - One (1) Application for Employee of Firearm Dealer - S.P. 641 (Rev 10/08)  
**Fee** - A single \$5.00 money order made payable to "Division of State Police" and attached to completed employee application.
  - One (1) Consent for Mental Health Records Search - S.P. 66 (Rev. 11/07)  
(complete part one only and sign at "X") Ensure that "Witness" is signed by a third party eighteen years of age or older.
  - One (1) SBI 212A, Request For Criminal History Record Information For A Noncriminal Justice Purpose Form.

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. **Please send a copy of the Conformation & Receipt with your application.** 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 2918.

One (1) Municipal Police Records Check (complete parts one and two only). Your Application **will not** be processed without this form.

**Any person handling firearms or ammunition, presenting any firearm for sale to any customer, and access or handling of records pertaining to Firearms and ammunition must have a Retail Firearms Dealer Employee License.**

\*\*\*\*\*

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

\*\*\*\*\*

Please complete the enclosed applications, Mental Health Consent Forms and Municipal Police Records Check Form in their entirety and return them along with the appropriate fees within **14** days to the address below. Also complete the online 212A form. This will enable me to process your applications promptly.

Should you have further questions, please call 609-882-2000, extension 2060.

MAIL COMPLETED INITIAL PACKAGE TO:

**NEW JERSEY STATE POLICE  
 FIREARMS INVESTIGATION UNIT  
 P.O. BOX 7068  
 WEST TRENTON, N. J. 08628-0068**