

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, MorphoTrak to collect applicant fingerprints and related fees. A list of sites can be found on the MorphoTrak website.

After a Retail Firearms Dealer application package is received by this office, you will be sent a MorphoTrak 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

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

- 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 MorphoTrak form will be utilized.

OR

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

- One (1) SBI 212A, Request For Criminal History Record Information For A Noncriminal Justice Purpose Form. Complete entire yellow form and Attach a single \$18.00 money order only made payable to Division of State Police, S.B.I. and attach to completed 212A form.

ADDITIONAL REQUIREMENTS

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. Complete entire yellow form and Attach a single \$18.00 money order only made payable to Division of State Police, S.B.I.and attach to completed 212A form.

LICENSE FEE

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

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. Complete entire Yellow form and Attach a single \$18.00 money order only made payable to Division of State Police, S.B.I.and attach to completed 212A form.
 - One (1) Municipal Police Records Check (complete parts one and two only). Your Application **will not** be processed without this form.

INITIAL RETAIL FIREARMS DEALER EMPLOYEE LICENSE

Any employee who has not previously been fingerprinted as a Firearms Applicant must be fingerprinted through MorphoTrak.

- 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) SBI 212A, Request For Criminal History Record Information For A Noncriminal Justice Purpose Form. Complete entire yellow form and Attach a single \$18.00 money order only made payable to Division of State Police, S.B.I.and attach to completed 212A form.
- 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, complete parts one and two only, and return it with your application.

In addition to the above forms the applicant will have to be fingerprinted if he/she **does not** have a New Jersey Firearms Purchaser's Identification Card/S.B.I. number. The **MorphoTrak, Inc.** Form will be **utilized**.

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, Municipal Police Records Check and SBI 212A Form in their entirety and return them along with the appropriate fees within **14** days to the address below. 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:

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