



## WESTWOOD POLICE DEPARTMENT

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### PERMIT TO CARRY A HANDGUN APPLICATION INSTRUCTIONS

1. The following instructions are the same for both initial and renewal applications.
2. You **MUST** apply in person.
3. You **MUST** schedule an appointment. Please do not just show up.
4. The following **MUST** be submitted at the time you apply:
  - a. Driver's License and Birth Certificate OR Driver's License and Passport OR Driver's License and Naturalization Paperwork/Green Card.
  - b. One (1) State of New Jersey Application for Permit to Carry a Handgun, form SP642. The form **MUST** be typed, printed on one sheet of paper (double sided), and notarized.
  - c. Two (2) color passport size photographs.
  - d. Consent for Mental Health Search, form SP066.
  - e. Submit proof of qualification with a certified firearms instructor along with firearms instructor proof of certification.
  - f. \$50.00 payable to: "State of New Jersey – Treasurer"
  - g. \$150.00 payable to: "Borough of Westwood"
5. All applicants (initial and renewal) for a Permit to Carry a Handgun **MUST BE** fingerprinted. Instructions will be provided at the time the application is submitted.
6. A New Jersey Permit to Carry is valid for two (2) years from time of approval.
7. Incomplete or incorrect applications will be returned and you will have to re-apply at a later date.