

Wayne Police Department

Effective November 1, 2009: Fingerprinting is conducted by

Morpho Trak
www.bioapplicant.com/nj

INSTRUCTIONS FOR FIREARMS APPLICANTS

In order to expedite your firearms application processing, the Wayne Township Police Department asks that you follow the instructions outlined below. All the forms and the instruction sheet required for the application process are available here. The forms will require Adobe Acrobat to view (*Available free online*) and can be completed and printed online, but cannot be saved with completed information.

ALL APPLICATIONS MUST BE LEGIBLE OR THEY WILL NOT BE ACCEPTED

Application for Firearms Purchaser I.D. Card

1. Complete and submit a (STS-33) [Firearms Purchaser I.D. Card Application](#). Check the appropriate box at top of application. Complete the application in its entirety. Answer all questions fully and provide complete mailing addresses with zip codes for those individuals listed as references. Do not use a relative as a reference.
2. A fee of \$5.00 is charged in a check made payable to "Wayne Twp. Police Department" or cash. **Exact change only.**
3. Complete and submit the (SP-66) [Consent for Mental Health Records Search Form](#).
4. Upon completion of your application you will be provided with a fingerprint form which is to be brought with you to Morpho Trak.
5. Fingerprinting will be conducted by Morpho Trak. Application processing **will not** continue until your fingerprints are completed by Morpho Trak.
6. Application for a [Permit to Purchase a Handgun](#) may be made using the same application. Follow the instructions under "Application for Permit to Purchase Handgun", below.

Application for Permit to Purchase Handgun

You must be 21 years of age to purchase a handgun.

Complete and submit a "[Permit to Purchase a Handgun](#)" application, and a "[Consent for Mental Health Records Search Form](#)". Check the appropriate box for a "[Permit to Purchase a Handgun](#)" at the top of the application. Enter the number of permits to purchase a handgun requested in the upper right portion of the application.

1. For each handgun permit requested, submit \$2.00 in a check made payable to "Wayne Township Police Department" or cash. **Exact change only.**
2. You may be required to submit a "[Request for Criminal History Record Information for a Noncriminal Purpose](#)" NJ State Police form SBI 212A, if you have had not applied for any firearms permits within 3 years previous to the current application date.
3. If you are also applying for a Firearms Purchaser I.D. Card, follow Steps 1 through 5 under "[Application for Firearms ID. Card](#)", above.

Application for Duplicate I.D. Card (because of change of address, lost or stolen card, etc.

1. Complete and submit the [Application for a Duplicate Firearms Purchaser Identification Card](#).
2. If you possess the old Firearms Purchaser I.D. Card, submit the card with the application.
3. You may be required to submit a "[Request for Criminal History Record Information for a Noncriminal Purpose](#)" NJ State Police form SBI 212A, if you have had not applied for any firearms permits within 3 years previous to the current application date.

Reference Letters

Attached are Reference Letter Forms ([Reference letter.pdf](#)) you must provide 2 reputable persons who are presently acquainted with the applicant, other than relatives. The reference must know you a minimum of 5 years.

After the processing for the permit is completed, we will notify you whether your application was approved or denied. If the permit(s) were approved, you may pick your Firearms I.D. Card or Permit(s) at Wayne Police Department Records Bureau.

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All required Firearms forms can be obtained on-line at the Wayne Township website or the New Jersey State Police Website.

If you should have any firearm related questions, contact Sgt. Don Pavlak or email pavlakd@waynetownship.com

Wayne Police Department
FIREARMS APPLICANT REFERENCE

Mr. / Mrs. _____ has filed an application to the Wayne Police Department for a permit to purchase a firearm or Firearms Identification Card. The applicant has listed you as a reference and the Wayne Township Police Department requires the following information from you in order to process his/her application. The information you provide is for “*official use only*” and will be kept confidential. An officer from the Wayne Police Department may also be in contact with you personally and will ask you questions about the applicant.

Please fill in the below information *completely*.

Applicant’s residence: _____

Year’s known to the applicant: _____ Your association: _____
(Relatives not permitted)

To your knowledge, has the applicant ever been arrested? Yes No

To your knowledge, has the applicant ever been involved in incidents of Domestic Violence? Yes No

To your knowledge, has the applicant ever been an abuser of alcohol? Yes No

To your knowledge, is there any reason the applicant (if approved for this application) would be a danger to themselves or others? Yes No. If yes, please

explain: _____

To your knowledge, has the applicant ever been treated for a mental or psychiatric condition? Yes No

Is there any reason why you think the applicant ***should not*** be approved for this application? Yes No

If “yes” please explain: _____

Your Name: _____, Phone # _____
Current Address: _____ Town _____
State _____ Drivers License # _____

I hereby certify that I have answered all the above truthfully and understand that if any are found to be otherwise, the application may be rejected, and I may be charged criminally & fines may result.

Signature: _____ Dated: ____/____/____