



Police Department
Detective Bureau

As of February 2016

If you at one time had a NJ issued Firearms ID card, do the following:

When applying for a new firearm ID card (lost, stolen, or address change) and/or a permit to purchase a handgun *after you previously completed the process*, you must do the following ***in addition*** to submitting the "General Application" Form (STS 033) and a "Mental Health Release" form (SP 066), which are both found on the State Police website (www.NJSP.org/firearms/forms). This process eliminates the need for you to be fingerprinted again.

Step 1: Log into the internet on your computer and type:

<https://www.njportal.com/njsp/criminalrecords/ApplicationRequest/RequestApplication.aspx>

Step 2: You will be asked to provide the "**ORI Number**" which is "**NJ0025600**". It must be entered properly or your application will not be able to be processed properly.

Step 3: Complete the rest of the form with your personal information and submit it. *Please be sure to enter your SBI number, which is on your old Firearms ID card.* You will be asked to enter a credit card number to pay for the background check. If you entered to proper ORI, the results of the check will automatically be sent to the Rutherford Police Department. You may print a receipt for your own personal records, but the Rutherford Police does not require it.

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