



DELTRAN TOWNSHIP POLICE DEPARTMENT  
FIREARMS INVESTIGATION UNIT  
900 S. CHESTER AVE. DELTRAN, NJ 08075  
Phone: (856) 461-4498  
Fax: (856) 764-1349

## PERMIT TO CARRY A HANDGUN APPLICATION

- 1) You must submit one (1) copy of the State of New Jersey Application for Permit to Carry a Handgun Form. The form must be completed in its entirety and notarized. Please type all portions of application (except where signature is required).
  - Link for Application for Permit to Carry (PTC) a Handgun form:  
<https://www.nj.gov/njsp/firearms/pdf/sp-642.pdf>
  - PTC Instructions Link:  
[https://www.nj.gov/njsp/firearms/pdf/Instructions\\_for\\_permit\\_to\\_carry\(642\).pdf](https://www.nj.gov/njsp/firearms/pdf/Instructions_for_permit_to_carry(642).pdf)
- 2) You are required to provide four (4) references. **Your references must NOT be related to you by blood and/or law AND must have known you for a minimum of three (3) years prior to the date of your application.**
- 3) You must submit two (2) color passport size (1 ½ x 1 ½ inches square) photographs with your application package.
- 4) Complete the Consent for Mental Health Records Search form. Ensure you list the last ten (10) years of address history.
  - Link for Consent for Mental Health Records Search form:  
<https://nj.gov/njsp/firearms/pdf/sp-066.pdf>
- 5) You must supply written copy of your Firearms qualification which must be completed within six (6) months of the application. Qualification certificate must include your Instructor's Name and Certification Number.
- 6) You must submit two money orders:
  - a. \$50.00 made payable to "Treasurer, State of New Jersey"
  - b. \$150.00 made payable to "Delran Township"

**\*\*\*ALL fees are non-refundable\*\*\***



- 7) Please schedule an appointment to turn in your application packet. Please ensure your application packet is complete and consists of the following items:
- a. The Permit to Carry a Handgun Application, notarized.
  - b. Two (2) color passport size (*1 ½ x 1 ½ inches square*) photographs.
  - c. A completed Consent for Mental Health Records Search Form (ensure you have ten (10) years of address history listed).
  - d. Provide written proof of qualification with a handgun containing the information for the Firearms Instructor and his/her certification number.
  - e. A \$50.00 money order payable to “*Treasurer, State of New Jersey*” and a \$150.00 money order made payable to “*Delran Township*”.
  - f. Driver’s license and Birth Certificate OR Driver’s License and Passport OR Driver’s license and Naturalization Paperwork/Green card (*If born outside of the United States*).
  - g. An appointment MUST be made with Sgt Rooney #2387 or Ptlm Clawges #23100 prior to drop off your completed packet. **DO NOT show up without an appointment.**

Sgt Dennis Rooney #2387  
[drooney@delranpolice.org](mailto:drooney@delranpolice.org)  
(856) 461-4498 ext. 387

Ptlm Clawges #23100  
[cclawges@delranpolice.org](mailto:cclawges@delranpolice.org)  
(856) 461-4498 ext. 310

Upon completion of the application process, you will receive instructions for the completion of fingerprints (*to include fingerprint code and contributor’s case # which are needed for Identogo*). You will need to make separate appointment with Identogo for your fingerprints.

**\*\*IF ANY OF THE PRECEDING IS NOT COMPLETE OR INCORRECT THE APPLICATION WILL BE RETURNED AND YOU WILL HAVE TO RE-APPLY.**

**\*\*NON-RESIDENTS AND LOCAL POLITICIANS MUST APPLY AT A NON-TOLL NJSP BARRACKS.**

**\*\* A NEW JERSEY PERMIT TO CARRY IS VALID FOR TWO (2) YEARS FROM THE TIME OF APPROVAL.**

**\*\* THE REQUIRED WRITTEN FIREARMS QUALIFICATION, IN ACCORDANCE WITH N.J.A.C. 13:54-2.4(B), CAN BE OBTAINED AT MOST FIREARM RANGES THROUGHOUT THE STATE. A LIST IS ALSO AVAILABLE BY CLICKING HERE:**  
<https://nj.gov/njsp/firearms/shooting-ranges.shtml>