



# Township of Nutley

Department of Public Safety  
228 Chestnut Street  
Nutley, NJ 07110



THOMAS J. STRUMOLO  
Chief of Police  
Telephone (973) 284-4947  
Fax (973) 284-6207

ALPHONSE PETRACCO  
Director of Public Safety  
Telephone (973) 284-4935  
Fax (973) 284-4920

## **Nutley Township Residents ONLY** **Permit To Carry Instructions**

(Instructions are the same for initial and renewal)

**Who May Apply:** Refer to [NJSC 2C:58-4](#) which references disabilities set forth in [NJSC 2C:58-3](#).

### **Application Process:**

**YOU MUST SUBMIT APPLICATION IN PERSON**

Applications are accepted 24/7 at the Police Desk & must be accepted by a sworn officer.

The following **MUST** be provided **IN FULL** at the time of application. *No Exceptions:*

- 1.) Driver's License and Birth Certificate OR Driver's License and Passport OR Driver's License and Naturalization Paperwork/Green Card
- 2.) Two (2) copies of State of New Jersey Application For Permit To Carry A Handgun, form [SP642](#). Both copies of the [SP642](#) **MUST** be printed out **DOUBLE SIDED**, originals, and notarized. No copies.
- 3.) The applicant must have his or her application endorsed by four reputable persons (cannot be related by blood or by law to the applicant), who have known the applicant for at least three years preceding the date of the application, and who shall certify that the applicant is a person of good moral character and behavior.
- 4.) Two (2) color passport size photographs.
- 5.) Applicant must complete Part One of the Consent for Mental Health Search, form [SP066](#). The applicant should sign and date the form in the presence of the officer accepting the the application. The officer receiving the application will sign in the space provided as the "Witness" and provide the department's information in the appropriate space.
- 6.) Written proof of ownership for all handgun(s) you intend on carrying. Applicant must provide the following documentation:
  - a. List of handguns owned by applicant which they are intending to carry. Proof of ownership must be provided for each firearm and can be a purchase receipt, purchase permit, or a notarized letter of ownership listing make, model, and serial number of handgun(s). It is not the Nutley Police Department's responsibility to produce this documentation.
  - b. Written qualification must be within six (6) months of application and must include instructor's name and certification number, make, model, caliber, and serial number of handgun(s) used to qualify. Applicant does not need to qualify with every handgun they intend to carry.
- 7.) Money Order in the amount of \$50.00 made payable to; "Treasurer, State of New Jersey"
- 8.) Money Order in the amount of \$150.00 made payable to; "Township of Nutley"

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

**\*\*THE REQUIRED FIREARMS QUALIFICATION, IN ACCORDANCE WITH N.J.A.C. [13:54-2.4\(B\)](#), CAN BE OBTAINED AT MOST FIREARM RANGES.**

\*\*All applicants (initial and renewal) for permit to carry a handgun MUST be fingerprinted. You must contact IdenToGo ([www.identogo.com](http://www.identogo.com)) and utilize process code 2F164B. You will be given a case number by the Nutley PD at the time of application submission to bring with you for fingerprints. The ORI for the Nutley Police Department is NJ0071600. It is imperative that this information is accurate, as it is the roadmap for information to travel and return to your background investigator.

\*\*A NJ Permit to Carry is valid for two (2) years from time of approval.

\*\*Required forms can be found at [www.nj.gov/njsp/firearms/forms.shtml](http://www.nj.gov/njsp/firearms/forms.shtml)

\*\*If you are unable to locate proof of purchase receipt or purchase it is recommended that you contact the place of purchase. Purchase permits are archived in the Nutley PD and are archived in paper format, difficult to search, and may cause delay in the processing of your application.

If the firearm was inherited or transferred legally without a Purchase Permit, a notarized letter of ownership is required.

\*\*The NJSP Firearms Unit have advised that this process will be integrated into FARS online platform in the near future without providing an exact time frame. When the application becomes available through the FARS system, the Nutley PD will cease utilizing the aforementioned paperwork driven process.

Any questions should be directed via EMAIL to [firearms@nutleypd.com](mailto:firearms@nutleypd.com)