



BURLINGTON TOWNSHIP POLICE DEPARTMENT
851 Old York Rd.
Burlington, New Jersey 08016



APPLICANT INSTRUCTIONS FOR FIREARMS APPLICATION

1. Applications are accepted and processed Monday through Friday from 9 AM to 5 PM.
2. Complete Application (STS-33) for Firearms Purchaser Identification Card and/or Application for Handgun Purchase Permit.
3. The fee for a Firearms ID Card is **\$5.00**. The fee for a Permit to Purchase a handgun is **\$2.00** per permit. Payment may be made by **cash or personal check**.
4. Complete part 1 of Mental Health Form (SP-66). **Do not sign until you come back with the form for it to be witnessed by a Burlington Township Police Department employee.**
5. Return completed forms to Burlington Township Police Department Monday through Friday between the hours of 9 AM to 5 PM and you will be given instructions to have your fingerprints taken at Morphotrak.
6. When you have had your fingerprints taken you must return the form to the Burlington Township Police Department Monday through Friday from 9 AM to 5 PM you will be given a copy of the form if you so desire.
7. **If you are applying for an address change and/or permit only, do the following:**
 - Log on to <https://www.njportal.com/njsp/criminalrecords/> and click on the **Online Form 212A**, a highlighted block located on the lower left side of the page.
 - Fill in the ORI Number (NJ0030600), and follow the prompts for demographic and payment information.
 - Upon completion of the form, you will receive an email Confirmation & Receipt that will include a confirmation number.
 - At this time the request will be forwarded to the Police Department's work queue for approval and submission to the NJ State Police for processing.
 - You can find more information by clicking on the **Help Tab**, located on the top right side of the page.