

Firearms Permit to Carry Application

Please read and follow these directions carefully, as some procedures have changed.

You will not be able to access your application online once it has been submitted.

Step 1: Visit this website. www.njportal.com/NJSP/ConcealedCarry/

Step 2: Enter Butler Borough PD ORI # **NJ0140300**. You will also need your SBI #

Please ensure that the agency ORI number is correct on the form. If an incorrect ORI number is entered on the form, you will NOT receive a Permit to Carry. You will then have to re-apply using the correct ORI number and pay for the process again. A refund cannot be issued.

Step 3: Complete the online application

- When completing the application, you will need the email addresses of four (4) reputable references not related by blood or law. The new system will email to the listed references a series of questions that need to be answered accurately and truthfully for the application to be considered valid. Please advise your listed references to complete the questions as soon as possible to make sure your background investigation starts in a timely fashion.

Step 4: Print out your application AND confirmation page that was emailed to you and bring to the police department with a CHECK or MONEY ORDER for payment reflected on your application.

Checks and Money Orders shall be made out to the **Borough of Butler**, NO CASH WILL BE ACCEPTED. Your application will not be processed until we have received payment and confirmation page. A non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4.

The fee schedule is as follows:

- Firearms permit to Carry (Initial) \$150.00
- Firearms permit to Carry (renewal) \$150.00

Out of State Resident – apply at a non-toll road State Police Barracks closest to your residence.

In-State Resident – apply to your local police department (State Police patrolled areas apply to local Barracks.)