



Police Department
Detective Bureau



MUNICIPAL BUILDING
BOROUGH OF RUTHERFORD

Applying for a Firearms Permit

(For New applicants, replacement card, and/or handgun permits)

*****Paper applications will no longer be accepted*****

Step 1: Log onto the internet (**you must have access to a printer to complete this process as a new applicant**) and type:

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

Step 2: Click the link labeled “**Online S.T.S. 033 Form**”

Step 3: Enter the “**ORI Number**” which is “**NJ0025600**”

Step 4: Check of all the boxes that pertain to your request until the application is complete. (****Note that if you want to buy a handgun as an initial applicant, you must click “Initial Firearms Purchaser Identification Card” and “Permit to purchase a handgun” tabs***)

Step 5: New applicants must print out an Identogo form, which automatically is generated by the website once you complete your submission. This form will instruct you how to make a fingerprint appointment, and the same form must be taken with you to get fingerprinted. There are no replacements for this form, as the details printed on it are particular to the applicant and this agency.

Step 6: Save your receipt from Identogo once you are fingerprinted. The RPD will not collect this, but it is possible it will be needed for reference in case there is an issue with your fingerprints.

Step 7: Wait for the Rutherford Police to call you and advise you that your application is complete. The State Police will send an email once your fingerprints are processed; this does not mean your background investigation is complete. **We will call you to arrange payment for your permits prior to issuance.**

***Note- All handgun purchase permits are E-Permits from 10/01/2020 going forward.**

RS 11/2020

184 Park Avenue - Rutherford, New Jersey 07070
Telephone: (201) 460-3050 ext. 1 - Fax: (201) 507-8477