



Keyport Police Department

MICHAEL A. FERM | CHIEF OF POLICE



FIREARMS APPLICATION PROCESS & INSTRUCTIONS

Effective 7/26/23, all applications must be completed online.

Types of Applications You Can Submit: (you may select multiple categories)

- Initial Firearms ID Card
- Change of Address
- Change of Name
- Duplicate ID
- Lost or Stolen ID Card
- Permit to Purchase a Handgun

Online Application Process:

- Visit the [NJSP Firearms Portal](#) to complete your application.
- Use ORI code **NJ0132200** Keyport Borough.
- Ensure your Driver's License name and address match exactly what you enter in the application.
- Verify you reside in Keyport (some 07735 zip codes are not in Keyport)

Fingerprinting:

- **Fingerprinting is required** as part of the application process.
- Schedule your appointment with [IdentoGo](#). **Service Code is 2F164B.**
- Failure to complete fingerprinting within 90 days will result in your application being withdrawn.

Provide References:

- You must provide 2 reputable adult references.
- If you receive reminders from the NJ Firearms System about missing references, verify that the correct email addresses were entered. For corrections, email us at firearms@keyportpd.org with your confirmation number.
- Both references must complete their responses for us to process your application.



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Out-of-State Mental Health Records Search:

- If you have lived outside New Jersey in the past 10 years, you must complete NJ State Police Form SP-66 (available on the NJSP website).
- Failure to submit the completed SP-66 form within 30 days of applying will result in your application being withdrawn.

Application Fee:

- After completing the steps above, you will be contacted by the Keyport Firearms Unit to submit payment for your Firearms ID Card and/or handgun permits:
- Firearms ID Card Fee: \$50.00
- Permit Fee: \$25.00 per permit
- Payments can be made via cash or money order payable to Keyport Police Department.
- Failure to submit payment within 30 days will result in your application being withdrawn.

Electronic ID Cards & Permits:

- All Firearms ID Cards (E-FID) and Permits to Purchase Handguns (E-Permits) are now issued electronically. Once approved & fees have been paid, you will receive an email within a week.
- Present the approval email to your firearms dealer during purchase. Approved permits can be accessed in the NJ Firearms System.

Important Notes:

- Applicants will only be contacted once by the Keyport Police Department regarding the status of their application.
- Failure to follow the outlined steps may result in your application being withdrawn.

If you have any questions or need assistance with your firearms application, please call our Firearms Unit at 732-739-5148/5150 or email firearms@keyportpd.org.

Updates on the NJSP website will take precedence over the above information.

For Forms and Further Instructions visit: KeyportOnline.com > **Forms** > **Police Department Forms**.