



Borough of Metuchen Police Department

500 Main St.
Metuchen, New Jersey 08840
732-632-8500



Arthur M. Flaherty Sr.
Chief of Police

Permit to Carry

- 1) Complete Application S.P. 642 - **DOUBLED SIDED and NOTORIZED. Use the following link https://nj.gov/njsp/firearms/pdf/PTC_Updated_Application_20230120.pdf** . The applicant must have his or her application endorsed by four (4) reputable persons, **of no relation**, who have known the applicant for at least three **(3)** years preceding the date of the application, and who shall certify the applicant is a person of good moral character and behavior.
(Must be 21 years of age or older).
- 2) Submit a money order in the amount of **\$150** made payable to **"The Borough of Metuchen"** **AND** a separate money order in the amount of \$50 made payable to **"State of New Jersey- Treasurer"**.
- 3) Submit two (2) current and clear passport size (or similar) photographs.
- 4) Complete **PART ONE** of the Consent for Mental Health Records Search Form (S.P. 066). Applicant must sign and date this form and be witnessed by another individual who is over the age of 18. <https://nj.gov/njsp/info/pdf/firearms/sp-066.pdf>
- 5) The applicant **MUST** be fingerprinted by Identogo, (Fingerprints must be completed for initial AND renewal carry permits. It does not matter if you have previously been fingerprinted for firearms or for any other reason). First, contact Estelle Keane who will provide you with a case number. Upon receiving the case number, visit UENROLL.IDENTOGO.COM to make an appointment for fingerprinting. When asked for the "service code" please use **2F164B**. When asked for **Borough of Metuchen Police ORI #** please enter **NJ0121000**.
- 6) Provide a complete list detailing each handgun you intend to carry and proof of ownership.



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7) Each applicant shall demonstrate a thorough familiarity with the safe handling and use of each handgun(s) you intend to carry. Thorough familiarity with the safe handling and use of handguns shall be evidenced by:

a. Completion of a firearms training course substantially equivalent to the firearms training approved by the Police Training Commission as described by N.J.S.A. 2C:39-6j;

b. Submission of an applicant's most recent handgun qualification scores utilizing the handgun(s) he or she intends to carry as evidenced by test firings administered by a certified firearms instructor of a police academy, a certified firearms instructor of the National Rifle Association, or any other recognized certified firearms instructor; or

c. Passage of any test in this State's laws governing the use of force administered by a certified instructor of the National Rifle Association, or any other recognized certified inst.

As per the New Jersey State Police, proof of qualification and training courses must be dated within six (6) months of the application. The information above shall be accompanied and validated by certifications of the appropriate instructor(s).

8) Upon completion, submit all paperwork and supporting documents, along with a copy of your birth certificate, passport, or naturalization paperwork. Please call Estelle Keane @ 732-632-8551 to make an appointment to drop off all completed paperwork.

NOTE: This process shall be the same for initial applicants, as well as renewal applicants. Please complete all steps as close together as possible. If fingerprinting or training classes are not completed in a timely manner, you may be asked to repeat one or more of the steps.