**Instructions for New Applicants**

* Answer all Questions completely. Applications can be found at [www.njsp.org/info/forms.html#firearms](http://www.njsp.org/info/forms.html#firearms) .
* Complete the Part One of the Consent for Mental Health Records Search. **DO NOT SIGN** until in the presence of MTPD personnel.
* Fingerprints are **required** for **all** new applicants.
* When your applications are completed, bring them to the Mansfield Police Department, M-F 9:30-4:30. If you are unable to come at these times please call 908-689-6222 to set up another arrangement.
* When you bring your paperwork in you will be given an application to get fingerprinted with your assigned identification number, this is done through the state at their various MorphoTrust locations.

**Instructions for Applicants Already Possessing a**

**New Jersey Firearms Identification Card**

* Answer all questions completely, applications can be found at [www.njsp.org/info/forms.html#firearms](http://www.njsp.org/info/forms.html#firearms)
* Complete the Part one of the Consent for Mental Health Records Search. **DO NOT SIGN** until in the presence of MTPD personnel.
* Go to [www.njportal.com/njsp/criminalrecords/](http://www.njportal.com/njsp/criminalrecords/) Follow the instructions, and upon completion of the form, you will receive an email Confirmation and Receipt. Bring a copy of this along with the applications to the Police Department M-F 9:30-4:30. If you are unable to come at these times please call 908-689-6222 to set up another arrangement.
* The **ORI Number** needed to complete online application is **NJ0211600**