

PUBLIC CORPORATION RETAIL FIREARMS DEALER LICENSE RENEWAL

(K-Mart, Dick's Sporting Goods etc.)

In order to renew your Retail Firearms Dealer's License, the Store Manager and all licensed employees must complete the following:

- One (1) Application for Employee of Firearms Dealer
Fee - A single \$5.00 check or money order made payable to Division of State Police and attached to the completed Employee of Firearms Dealer Application.
- One (1) Consent for Mental Health Records Search, complete part one only and sign at **X**, also ensure that a witness signs the form, it does not have to be a police officer, it can be anyone over the age of 18. Investigating Police Department should read, New Jersey State Police, F.I.U..
- One (1) Municipal Police Records Check Complete Part One and Part Two Only) Your Application **will not** be processed without this form.

LICENSE FEE

- One (1) \$50.00 Money Order made payable to **Division of State Police**.

If the employee has a Firearms Purchaser's Identification Card, or was previously licensed as an employee of a Retail Firearms Dealer he/she must complete:

One(1) SBI 212A form, Request For Criminal History Record Information For A Noncriminal Justice Purpose.

As of April 2014, the State Bureau of Identification (SBI) has mandated that **all** 212A forms must be completed electronically. SBI will no longer accept the yellow 212A paper form for dealer license renewals and employee licenses. See below for new instructions to complete the 212A process electronically.

212A ONLINE APPLICATION INSTRUCTIONS

- Login to the website <https://www.njportal.com/njsp/criminalrecords/>
- When asked for the agency's ORI number enter **NJNSPG520**
- A literal translation will appear giving the option of continuing or canceling the filing.
- If you choose to continue you will fill out the demographics and select the background needed. For Dealer Licensing and employee licenses you will select :
 - **NJS 2C:58-3. Firearm licensing.**
- You will then be requested to enter your State Bureau of Identification number (SBI number- also known as the Firearms Identification number). This is to ensure that you have been finger printed

under a firearms application before. If you have not you will be rejected from the process at this time.

- If all information is correct, you will then check out by making the payment by credit card or electronic check. Once the payment is verified, you will receive a Conformation & Receipt that will include your confirmation number. **Please send a copy of the Conformation & Receipt with your application.** It is recommended you save this document for your records.
- You will find additional instructions in the help section once you set up your account and become a user.
- Any problems or questions contact SBI at 609-882-2000 extension 2918.

If the store manager does not comply with the above, fingerprints will have to be taken.

The State of New Jersey has contracted with a private vendor, Identogo by MorphoTrust USA to collect applicant fingerprints and related fees. A copy of the list of sites and hours of operation is provided for your reference on the website www.bioapplicant.com/nj.

After a Retail Firearms Dealer application package is received by this office, you will be sent a Identogo fingerprint application form. The form will contain all the information you will need to schedule a fingerprint appointment. **READ THE INSTRUCTIONS ON THE APPLICATION CAREFULLY** before the appointment is made. This process will allow the Firearms Investigation Unit to expedite your application.

Any person handling guns or ammunition, or presenting any firearms for sale to any customer, must have a Retail Firearms Dealer's Employee License (Pink Card).

Failure to complete the enclosed applications and forms properly will cause a delay in the renewal of your Retail Firearms Dealer's License.

Please complete the enclosed applications, Mental Health Consent Forms and Municipal Police Records Check in their entirety and return them along with the appropriate fees within **14** days. This will enable me to process your applications promptly.

Should you have further questions, please contact the Firearms Investigation Unit, at 609-882-2000, extension 2525.

MAIL COMPLETED RENEWAL PACKAGE TO;

NEW JERSEY STATE POLICE
FIREARMS INVESTIGATION UNIT
P.O. BOX 7068
WEST TRENTON, N. J. 08628-0068