

## **WHOLESALE FIREARMS DEALER LICENSE INITIAL**

**Dealer must first obtain written zoning approval and forward to the Firearms Investigation Unit.**

In order to obtain your Initial Wholesale Dealer's License each corporate member, partner or owner must complete the following:

**IF YOU ARE INCORPORATED** - Copy of your Certificate of Incorporation & Annual Report.

**IF YOU ARE A PARTNERSHIP OR SOLE PROPRIETOR** - Copy of your Business Trade Name Certificate.

Two (2) - **Applications for Wholesale Firearms Dealer License. – S.P. 280** (Rev. 07/13)

One (1) - **Consent for Mental Health Records Search - S.P. 66** (Rev. 07/23) (complete part one only and sign at “X” also ensure that a witness is 18 years of age or older signs the form.

One (1) - **Registration as Wholesale Dealer and Manufacture of Firearms application – S.P. 280A** (Rev. 05/08) (Complete this form only if you are a partnership or a corporation)

### **LICENSE FEE**

One (1) - **\$150.00 Money Order made payable to “Division of State Police”**. (This fee covers all corporate members, partners and owners)

**In addition to the above forms all applicants will have to be fingerprinted.**

The State of New Jersey has contracted with a private vendor, Identogo by MorophoTrust, to collect applicant fingerprints and related fees.

After a Wholesale Firearms Dealer initial application package is received by this office, you will be sent an Identogo by MorophoTrust 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 any firearms or ammunition, or presenting any firearms must have a Wholesale Dealer Employee License.**

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Failure to complete the enclosed applications and forms properly will cause a delay in the processing of your Wholesale Dealer License.

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Please complete the enclosed applications, Mental Health Consent Forms in its entirety and return them along with the appropriate fees within 14 days to the below address. This will enable us to process your applications promptly.

Should you have further questions, please contact the Firearms Investigation Unit at 609-882-2000, extension 2060.

MAIL COMPLETED INITIAL PACKAGE TO:

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

## **RENEWAL WHOLESALE FIREARMS DEALER LICENSE**

In order to renew your Wholesale Dealer's License each Corporate Member, Partner or Owner must complete the following:

**IF YOU ARE INCORPORATED** - Copy of your Certificate of Incorporation & Annual Report.

**IF YOU ARE A PARTNERSHIP OR SOLE PROPRIETOR** - Copy of your Business Trade Name Certificate.

Two (2) - **Applications for Wholesale Firearms Dealer License. – S.P. 280** (Rev. 07/13)

One (1) - **Consent for Mental Health Records Search - S.P. 66** (Rev. 07/23) (complete part one only and sign at “X” also ensure that a witness is 18 years of age or older signs the form.

One (1) - **Registration as Wholesale Dealer and Manufacture of Firearms application – S.P. 280A** (Rev. 05/08) (Complete this form only if you are a partnership or a corporation)

One (1) - **SBI 212A Form** complete online.

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 fingerprinted 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 Receipt with your application and** is recommended that 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. Additionally, each Wholesale Dealer and Manufacturer of firearms package must be accompanied by:

**LICENSE FEE**

One (1) - **\$150.00 Money Order made payable to Division of State Police.** (This fee covers all Corporate Members, Partners and Owners)

**Any person handling firearms or ammunition, or presenting any firearm for sale to any customer, they must have a Wholesale Dealer's Employee License.**

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

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Please complete the enclosed applications, Mental Health Consent Forms in its entirety and return them along with the appropriate fees within **14** days. This will enable us to process your applications promptly.

Should you have further questions, please contact the Firearms Investigation Unit at 609-882-2000, extension 2060.

MAIL COMPLETED RENEWAL PACKAGE TO:

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

## **INITIAL / RENEWAL FIREARMS DEALER WHOLESALE EMPLOYEE LICENSE**

- Follow New Pink Card Instructions. Please email [firearmsdealers@njsp.gov](mailto:firearmsdealers@njsp.gov)

### **NEW Firearms Dealers:**

For assistance with the application process for new pink card employees, new firearms dealers who may be unfamiliar with the existing procedures are encouraged to contact [firearmsdealers@njsp.gov](mailto:firearmsdealers@njsp.gov) for guidance.