



# LINWOOD POLICE DEPARTMENT

400 POPLAR AVE  
LINWOOD, NJ 08221

Steven M. Cunningham  
Chief of Police



(609) 927-5252  
Fax (609) 926-8216  
Admin Fax (609) 927-4918

## **INSTRUCTIONS FOR CONCEALED CARRY PERMIT**

Concealed Carry Permit Application submissions are completed online for both initial and renewal applications. Approved applications are due for renewal every two (2) years. Renewal applications can be submitted up to four (4) months before the expiration date. However, our turnaround time for applications is usually less than 30 days. Concealed Carry Permit applicants need to have been fingerprinted for firearms purposes in New Jersey and assigned an SBI number before they can apply for a Concealed Carry Permit. If you have never been fingerprinted for firearms purposes in New Jersey before, start with an application for an Initial Firearms Identification. Please see form for "FIREARMS APPLICATION PROCEDURE FOR FIREARMS IDENTIFICATION CARD & HANDGUN PURCHASE PERMITS" for instructions.

- **Armored Car Applicants and Certain Elected officials (MUST APPLY THROUGH NJSP ONLY)**

The website for the online concealed carry application is:

<https://www.njportal.com/NJSP/ConcealedCarry/>

If you have lived outside of the state of New Jersey in the last ten (10) years, please fill out [form SP-066](#) (Consent for Mental Health Records) and upload it to your application.

<https://nj.gov/njsp/firearms/pdf/sp-066.pdf>

You can find the all of the required training information and approved forms at the following website:  
<https://nj.gov/njsp/firearms/forms.shtml>

Linwood ORI for application: **NJ0011400**

Once your online application is received and reviewed you will be sent an email with instructions for your \$150 payment fee. This payment may be made by check or money order to "City of Linwood". **\*\*Email Instructions usually take 1-5 business days –\*\*we also ask that you check your spam/junk folders for messages regarding your application\*\***

All other state fees will be paid online during the application process.

**We also ask that you check the New Jersey State Police website ([www.njsp.org](http://www.njsp.org)) under "firearms info and forms to download" for the most up to date instructions and requirements as they are all subject to changes.**

**Please see next page for further instructions**

**WHAT WILL I NEED FOR SUBMITTING AN INITIAL OR RENEWAL CONCEALED CARRY PERMIT APPLICATION?**

- SBI Number
- Upload of recent photograph (taken within the last 6 months) with **a solid light background**, head and shoulders only, no hats or glasses. **Please follow the instructions listed in the application portal.**
- One (1) training record completed within the past two (2) years, instructor name, and qualification date. **Please refer to [www.njsp.com](http://www.njsp.com) >firearms information>forms to download for the latest requirements. This also includes the proper firearms qualification form(s) and training requirements. The listed training form and qualification course will be the ONLY ones accepted. NO EXCEPTIONS!!!**
- SBI#, Social Security Number and Driver's License Number
- Personal Background Information.
- Contact Information for four (4) non related references, known for a minimum of 3 years. ***(References cannot be related by blood or law). This includes Father-In Law, Brother-In-Law, Sister-In-Law, Mother-In-Law, Ect.***
- Information on handguns to be carried along with qualification certification.
- \$150 Application Fee (check or money order only made out to "City of Linwood"). **Applications will not be processed until payment is received.** You will receive an email with payment instructions after your application has been received from the portal (usually within 1-5 business days).

**IF THIS IS YOUR FIRST TIME USING THE ONLINE PORTAL FOR YOUR PERMIT TO CARRY APPLICATION, SELECT INITIAL APPLICATION, EVEN IF YOU HAVE PREVIOUSLY OBTAINED A PERMIT TO CARRY USING THE OLD PAPER APPLICATIONS.**

**IF YOUR APPLICATION HAS BEEN APPROVED YOU WILL RECEIVE FURTHER NOTIFICATIONS VIA EMAIL WITH FURTHER INSTRUCTIONS.**

**IF YOUR APPLICATION HAS BEEN DENIED YOU WILL RECEIVE FORMAL NOTIFICATION VIA CERTIFIED U.S. MAIL WITH THE REASON(s) FOR DENIAL & INSTRUCTIONS TO APPEAL THE DENIAL.**

**\*\*PLEASE ALSO CHECK SPAM/JUNK FOLDERS FOR EMAIL MESSAGES REGARDING YOUR APPLICATION, AS WE HAVE FOUND THAT SOME EMAIL DOMAINS CONSIDER THESE EMAILS AS JUNK AND DO NOT SEND THEM TO THE INBOX\*\***

**For your convenience all instructions and links have been posted on the Linwood City Website:**

**[www.Linwoodcity.org](http://www.Linwoodcity.org) >City Services > Police > Firearms Applications**

If you have any questions concerning this application process, please contact Agent Donald Auge at (609) 926-7981 or via email at [dauge@linwoodpd.org](mailto:dauge@linwoodpd.org). **\*\*Email is preferred for a more prompt response\*\***