FIREARMS CHECK-OFF SHEET

DO NOT HAND IN YOUR FIREARMS PACKET UNLESS YOU HAVE CHECKED OFF ALL OF THESE ITEMS

- Checked off the appropriate boxes in the first section of the application?
- Have answered all questions, especially #'S 21-28? PAY SPECIAL ATTENTION TO #'S 22, 24 & 26.
- Have given all information that is requested for question #29 i.e., name, address including zip code, and telephone number.
- Signed and dated your application #30.
- Remember not to sign the mental health form until you hand in your application.
- You have SPOKEN to your references and have their current address & phone information.

IF ANY PART OF THIS APPLICATION IS NOT COMPLETED, IT WILL BE SENT BACK TO YOU WHICH WILL HOLD UP THE APPLICATION PROCESS. PLEASE DO NOT HESITATE TO CONTACT ME WITH ANY QUESTIONS YOU MAY HAVE, I WILL BE HAPPY TO HELP YOU.

CONNIE PHILLIPS 973-593-3015 OR PHILLIPSC@ROSENET.ORG

PACKET #2 INSTRUCTIONS

PERMIT TO PURCHASE
HANDGUN FOR CURRENT FIREARM ID HOLDER
OR FOR NEW ID CARD REPLACEMENT
DUE TO MUTILATED CARD/NAME CHANGE/
LOST OR STOLEN/ADDRESS CHANGE/SEX CHANGE

PLEASE PRINT ALL INFORMATION ON APPLICATION SO THAT IT IS LEGIBLE.
INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL BE RETURNED TO APPLICANT.

1. **Applicant must already have a current Firearm ID card.** Complete attached application (STS 033). Check off appropriate box in which you are applying for on top of application.
2. Complete Mental Health Form (S.P. 66) but do not sign it.
3. You will need to sign the Mental Health Form in the presence of a Madison Police Department employee (witnessing your signature) at the time you hand in this completed paperwork.
4. Read the attached NJ State Police Name Check Applicant Instructions and complete at your earliest possible convenience. This department will receive the name check results directly from the NJ State Police.
5. When your application is being processed you will receive an e-mail or phone call from this department. Below are the fees you can expect to pay when you pick up your ID card or Permits to Purchase:

   - TWO DOLLARS (**$2.00 exact** cash) for each Permit to Purchase a Handgun.
   - FIVE DOLLARS (**$5.00 exact** cash) for a new Firearm Identification Card. There is no fee for a duplicate ID card.

CONTACT YOUR REFERENCES TO LET THEM KNOW THEY WILL BE HEARING FROM THIS AGENCY IN REFERENCE TO YOUR APPLICATION. PLEASE DO NOT USE RELATIVES OR LAW ENFORCEMENT PERSONNEL AS YOUR REFERENCES.

ADDITIONAL APPLICANT INFORMATION: RETURN W/APPLICATION

(The information below is not mandatory but will help to contact you in a timely manner)

1. Cell phone number if applicable:_____
2. Email address: _____

Nearest relative information:

3. Name _____
   Address:_____Relationship_____

RETURN ALL COMPLETED FORMS AND FEES TO **CONNIE PHILLIPS**, MADISON POLICE DEPARTMENT RECORDS BUREAU BETWEEN THE HOURS OF 7:00AM and 3:00PM.
Any questions please call **Connie Phillips** at 973.593.3015.

PACKET #1

PLEASE WRITE CLEARLY

1. Complete **application form (STS 033)** and return to **Connie Phillips**, Madison Police Department Records when completed to receive your application for fingerprints. **IMPROPERLY COMPLETED FORMS WILL BE RETURNED BACK TO APPLICANT.**

2. Complete Part One of the Consent for Mental Health Records Search (S.P. 66) and do not sign it.

3. Applicant must SIGN the Mental Health Form in the presence of a Madison Police Department employee (witnessing your signature) at the time you hand in this completed paperwork.

In order for your application to be processed in a timely manner please review the following instructions:

- Please make sure you check off the appropriate boxes at the top of the application especially if you want permits and the **quantity** of permits you are applying for.
- **Please print all information so that it is legible, the information has to be transcribed onto additional paperwork for the New Jersey State Police.**
- **Do not fill in Box #15** – I will fill it in when your record check comes back from the State Police.
- **Box #29 – Note that we <u>need names, addresses (with zip codes) and telephone numbers.</u>**
- **References** – Contact your references and let them know that they will be receiving a letter in the mail from this department and it must be returned as soon as possible to us. Reference letters are very important for your file and the application process cannot be completed without them.

4. Fees:
   - Five Dollars **($5.00 cash)** for Purchaser ID Card
   - Two Dollars **($2.00 cash)** for each Permit to Purchase a handgun.
   - Fees will be collected when ID cards and permits are approved and ready for pick up.

RETURN ALL COMPLETED FORMS TO THE MADISON POLICE DEPARTMENT RECORD BUREAU only not to the dispatcher. When your application is complete you will be issued a Contributor's Case # with your paperwork to schedule a time for your fingerprints. Any questions please call **Connie Phillips** at 973-593-3015 between the hours of 7 AM – 3 PM.

<u>DO NOT USE POLICE OFFICERS OR RELATIVES AS REFERENCES ON YOUR APPLICATION!</u>

APPLICANT

(The information below is not mandatory but will help to contact you in a timely manner)

1. **Cell phone number if applicable:** _____
2. **E-mail address:** _____

<u>Nearest relative information</u>:

Name:_____ **Address:**_____
Relationship:_____