POLICE DEPARTMENT
WILLIAM W. SPAIN, Chief of Police

Firearms Applicant Instruction Sheet

FALSIFICATION OF THIS APPLICATION IS A CRIME
CAREFULLY READ BOTH PAGES

1. Any applicant submitting INCOMPLETE forms or ILLEGIBLE forms will be rejected and required to return for another appointment.
2. All applications and waivers are to be SIGNED in the presence of the Processing OFFICER.
3. Any applicant submitting application without PROPER FEES AND MONEY ORDER(S) will be rejected and required to return for another appointment.
4. Answer all of the questions on the application in their entirety. Your application MUST be returned to this office IN PERSON – BY APPOINTMENT ONLY. Firearm applications are processed on Tuesday ONLY. Appointments can be made by calling 448-5678, dialing “0”, and Advising the dispatcher that you need a Tuesday appointment for firearms. Please leave a daytime phone number along with your name.
5. If a question requires a YES or NO answer, print in YES or NO. DO NOT underline or circle the YES or NO.
6. Question #8 means any scars, amputations, tattoos, birthmarks and the location of same. It WILL NOT apply to eyeglasses, beards, baldness, etc.
7. Questions #9, #10, #11, #12, #13, #14 MUST be answered completely.
8. Questions #17 and #18 if answered YES, must be accompanied by court documents.
9. Questions #21, #22, #23, #24, #25 and #26 if answered YES, MUST be accompanied by a letter from the attending physician stating that you are no longer experiencing any symptoms.

10. Question #31 A&B MUST be answered with COMPLETE mailing address including zip code. Your references CANNOT be a relative or in-law. It could be a neighbor or a fellow worker and MUST be from the area and not from out of state.

11. If the applicant has never applied for or received a PERMIT TO PURCHASE A HANDGUN or IDENTIFICATION CARD from this Police Department, they MUST be fingerprinted. The applicant MUST also consent to a MENTAL HEALTH RECORDS SEARCH WAIVER. The applicant MUST also consent to a DOMESTIC VIOLENCE RECORDS CHECK.

12. Any person having previously received a FIREARMS IDENTIFICATION CARD or a PERMIT TO PURCHASE A HANDGUN, MUST contact this office regarding requirements, (based on the time elapsed from previous approvals).

13. A fee of TWO DOLLARS ($2.00) for a PERMIT TO PURCHASE HANDGUN and/or FIVE DOLLARS ($5.00) for an IDENTIFICATION CARD MUST accompany your application. If the fee is paid by check, make payable to: TOWNSHIP OF EAST WINDSOR.

14. The FIREARMS IDENTIFICATION CARD and/or the PERMIT TO PURCHASE A HANDGUN must be picked up at this office, when processing of all forms is completed.

EAST WINDSOR TOWNSHIP POLICE DEPARTMENT
FIREARMS OFFICER

609-448-5678 Ext 236