



Township of Hamilton POLICE DEPARTMENT



Stacy V. Tappeiner
CHIEF OF POLICE

6101 13th Street
Suite 220
Mays Landing, New Jersey 08330

Firearms/Records
(609)625-2211, Extension 515

Criminal History Records Submission Instructions For Applicant

Township of Hamilton Police Department **ORI# NJ0011200**

1. Log on to <https://www.njportal.com/njsp/criminalrecords/> and click on the **ON LINE FORM 212A**, a highlighted block located on the lower left side of the page.
2. Enter **ORI NUMBER** on the first page of the application.
3. Follow the prompts for demographic and select the type of background search needed. (**NJS 2C:58-3. Firearms Licensing**)
4. Upon selecting the Firearms Licensing option, you will be asked to include your State Bureau of Identification Number (SBI Number) found on your Firearms Identification Card. If you are unable to provide your SBI number your request will be rejected.
5. When the above is completed you must check the agreement box and at this time you will have the opportunity to review and make changes before moving onto the payment screen.
6. Fill in payment information. Please note that there is a fee of \$20.00 and this payment must be made by credit card or electronic check.
7. Once your payment is verified you will receive an email Confirmation and Receipt that will include your confirmation number.
8. At this time your request will be forwarded to the Township of Hamilton Police Department for approval and submission to the New Jersey State Police for processing.
9. You may find more detailed information by clicking the **HELP TAB**, located on the top right side of the page.