



Township of Hamilton POLICE DEPARTMENT



Stacy V. Tappeiner
CHIEF OF POLICE

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Dear Applicant,

Pursuant to the New Jersey State Statues, the Chief of Police of a full-time department is empowered to receive and investigate applications for Firearms Purchasers Identification Cards and/or permits to purchase handguns. This letter provides useful information to better describe the Firearms Application Process.

The Township of Hamilton Police Department strives to provide timely service in regards to the Firearms Application Process. Please understand that due to some variables involved in the process which are beyond our control, the time table for the completion of your application may be subject to change. To that end, understand that your initial application is only a part of your file. In order for your file to be considered complete it must consist of two Reference Letter Returns, a completed Consent for Mental Health Records Search, fingerprinting by Indento or a Criminal History Check, as well as other local, state, and federal record checks and a Firearm's Investigative Report.

Upon submission of your application, you are required to provide the Police Department with a copy of your driver's license as well as two references. It is imperative that you provide us with their correct address as well as their telephone number. These letters must be returned by your references or your file will be considered incomplete and will not be forwarded to my office for review and approval. It is the responsibility of the applicant to ensure that Reference Letters are returned. The Firearms Investigative Unit does not conduct follow-ups on the applicant's references to ensure that these letters are returned. Any delay in the return of these letters delays the application process.

As mentioned there are many components involved in the application process. New applicants must be fingerprinted and those applicants who possess a current Firearm's Identification Card must submit an online request for a Criminal History Check. Please visit our website at HamiltonPD.com to receive further instructions on this application process. Once all the paperwork is completed, your file will be forwarded to our Firearms Investigative Unit for review prior to being submitted to my office. Once I receive your file I will review your file and have final approval in regards to the administering of all Firearms' Identification Cards and permits.

As the Chief of Police, I endeavor to return all completed applications within 30 days of receipt under NJSA 2C:58-3F. If approved you will be notified by the Firearm's Clerk as to when you may pick-up your Identification Card and/or permits. Please note that all Pistol Permits expire after 90 days of issuance and are permitted one extension of another 90 days.

If you have any questions in regards to this process please feel free to contact the Firearm's Clerk. This will help reduce any delays in the processing of your firearms application.

Sincerely,

Stacy V. Tappeiner
Chief of Police

