



**Montclair**  
**Police Department**  
647 Bloomfield Avenue  
Montclair, New Jersey, 07042



**Todd M. Conforti**  
Chief of Police

Tele: 973.744.1234  
Fax: 973.509.4750

**Firearms Identification Card / Pistol Purchase Permit Information Sheet**

**YOU MUST BE A RESIDENT OF MONTCLAIR TO APPLY FOR  
FIREARMS LICENSING WITH THIS AGENCY**

**ITEMS NEEDED:**

- IDENTIFICATION (DRIVER'S LICENSE) DISPLAYING YOUR MONTCLAIR ADDRESS
- SIX (6) POSTAGE STAMPS (CURRENT POSTAGE RATE)
- SIX (6) BLANK BUSINESS ENVELOPES (#10)
- APPLICANTS WHO ALREADY HAVE A FIREARMS IDENTIFICATION CARD **AND** HAVE ALREADY SUBMITTED FINGERPRINTS IN THE PAST **FOR FIREARMS LICENSING** MUST UNDERGO A NAME BASED CRIMINAL BACKGROUND CHECK. THIS FORM OF BACKGROUND WILL BE CONDUCTED PROVIDED PROOF OF PREVIOUS LICENSING/VALID SBI# IS RETRIEVABLE BY THE INVESTIGATING DETECTIVE. THE FEE FOR THIS BACKGROUND CHECK IS \$20.00 AND IS PAYABLE TO THE NJ STATE POLICE. THE PROCEDURE FOR THIS SERVICE WILL BE FURTHER EXPLAINED WHEN YOU SUBMIT YOUR APPLICATION TO THIS AGENCY. **DO NOT CONTACT THE NJ STATE POLICE PRIOR TO SUBMITTING YOUR APPLICATION TO THE MONTCLAIR POLICE DEPARTMENT. NO FEES ARE DUE FOR THIS SERVICE AT THE TIME OF YOUR APPOINTMENT WITH THE MONTCLAIR POLICE DEPT AND WILL BE ASSESSED AT A LATER DATE BY THE NJ STATE POLICE.**

**OR**

APPLICANTS WHO ARE APPLYING FOR THE **FIRST TIME** WILL BE REQUIRED TO GO TO A STATE SANCTIONED FINGERPRINT AGENCY (IDENTOGO) IN ORDER TO BE FINGERPRINTED FOR THE PURPOSE OF CONDUCTING A STATE AND FEDERAL CRIMINAL BACKGROUND CHECK. THE FEE FOR THIS SERVICE IS \$55.45 AND PAID TO **IDENTOGO** AT THE TIME YOU SCHEDULE YOUR APPOINTMENT WITH THEM. THE PAYMENT METHOD/AMOUNT AND APPOINTMENT SCHEDULING PROCEDURE FOR THIS SERVICE WILL BE FURTHER EXPLAINED WHEN YOU SUBMIT YOUR APPLICATION TO THIS AGENCY. **DO NOT CONTACT IDENTOGO PRIOR TO SUBMITTING YOUR APPLICATION TO THE MONTCLAIR POLICE DEPARTMENT. NO FEES ARE DUE FOR THIS SERVICE AT THE TIME OF YOUR APPOINTMENT WITH THE MONTCLAIR POLICE DEPT AND WILL BE ASSESSED AT A LATER DATE BY IDENTOGO.**

- PLEASE FILL OUT THE ENTIRE APPLICATION (STS-033) THAT IS GIVEN TO YOU IN DUPLICATE. AN ORIGINAL SIGNATURE MUST BE ON BOTH OF THE SUBMITTED APPLICATIONS. AT THE TOP OF THE APPLICATION ARE SEVERAL BOXES; MARK THE APPROPRIATE BOX FOR THE TYPE OF PERMIT/ACTIVITY FOR WHICH YOU ARE APPLYING.
- THERE IS A PROCESSING FEE OF **\$2.00** FOR EACH PERMIT TO PURCHASE A PISTOL AND A FEE OF **\$5.00** FOR A FIREARMS IDENTIFICATION CARD (CARD ONLY). THESE FEES ARE ASSESSED **UPON APPROVAL** OF THE REQUESTED PERMITS AND PAID **UPON RECEIPT** OF THE REQUESTED PERMITS.
- THE REFERENCES YOU LIST ON YOUR APPLICATION WILL BE CONTACTED. **PRINT** ALL NAMES, ADDRESSES, ZIP CODES, AND TELEPHONE NUMBERS **CLEARLY**.
- YOUR LISTED EMPLOYER ON THE APPLICATION WILL ALSO BE CONTACTED AND EMPLOYMENT VERIFICATION WILL BE PERFORMED.

CONTACT EITHER OF THE BELOW DETECTIVES WITH QUESTIONS

**YOU MUST CALL FOR AN APPOINTMENT TO SUBMIT APPLICATIONS  
WALK-INS WILL BE TURNED AWAY**

DET. LEE (973) 509-4711

OR

DET. LILOIA (973) 509-4712

*Montclair is an Equal Opportunity Employer*