



*Upper Saddle River Police Department  
County of Bergen  
368 West Saddle River Road  
Upper Saddle River, New Jersey 07458*

Patrick Rotella  
Chief of Police

Tel # (201) 327-2700

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**Applying for a Permit to Carry a Handgun**

An application for a Permit to Carry a Handgun must be submitted in person to the Upper Saddle River Police Department. Please contact Detective Gurney prior to dropping off your application and required documentation. The application and required documentation **will not be accepted** if it is incomplete or incorrect. At the time of application, you must provide **ALL** of the following:

- Driver's License and Birth Certificate **OR** Driver's License and Naturalization Paperwork/Green Card
- Three (3) applications for Permit To Carry A Handgun (S.P.642).
  - The application can be found here: <https://nj.gov/njsp/firearms/pdf/sp-642.pdf>
  - It is two pages and must be printed on one page (front/back)
  - All three must be **ORIGINAL**
  - All three must be **NOTARIZED**
- Four (4) color passport size photographs
- Consent for Mental Health Search, Form S.P.66
  - The form can be found here: <http://www.njsp.org/info/pdf/firearms/sp-066.pdf>
  - **Do not sign the form**, your signature must be witnessed by a police officer when you submit it
  - If you have more than 2 prior addresses in the last 10 years, fill out additional forms
- Proof of ownership of the handgun(s) you intend on carrying
  - Proof of ownership can be a purchase receipt, purchase permit or a notarized letter of ownership listing make, model, and serial number of handgun(s).
- Proof that you are **thoroughly familiar** with the **safe handling and use of handguns**. This can be satisfied by submitting a certificate documenting the successful completion of a course or a combination of courses that address:
  - The safe handling of firearms
  - New Jersey State laws pertaining to Use of Force

**\*Several local gun shops / ranges are offering Concealed Carry Weapon (CCW) courses, which address the above as well as the required handgun qualification listed below.**
- Successful handgun qualification
  - Written qualification must be within six (6) months of application and must include Instructors Name and Certification Number, make, model, caliber and serial number of handgun(s) you intend to carry
- Money Order** in the amount of \$50.00 payable to; **"Treasurer, State of New Jersey"**

**AFTER SUBMISSION OF YOUR APPLICATION, YOU WILL BE PROVIDED WITH A LINK TO SCHEDULE AN APPOINTMENT WITH IDENTOGO TO BE FINGERPRINTED. FINGERPRINTING IS REQUIRED FOR BOTH INITIAL AND RENEWAL CARRY PERMIT APPLICATIONS. A NJ PERMIT TO CARRY IS VALID FOR TWO (2) YEARS FROM TIME OF APPROVAL.**