

## WHOLESALE FIREARMS DEALER LICENSE INITIAL

**Dealer must first obtain written zoning approval and forward to the Firearms Investigation Unit.**

In order to obtain your Initial Wholesale Dealer's License each corporate member, partner or owner must complete the following:

**IF YOU ARE INCORPORATED** - Copy of your Certificate of Incorporation & Annual Report.

**IF YOU ARE A PARTNERSHIP OR SOLE PROPRIETOR** - Copy of your Business Trade Name Certificate.

Two (2) Applications for Wholesale Firearms Dealer License.

One (1) Consent for Mental Health Records Search (complete part one only and sign at **X**). Ensure witness is 18 years of age or older.

One (1) Registration as Wholesale Dealer and Manufacture of Firearms application (Complete this form only if you are a partnership or a corporation)

One (1) Municipal Police Records Check (complete part one & part two only) Your Application **will not** be processed without this form.

### LICENSE FEE

One (1) \$150.00 Money Order made payable to **Division of State Police**. (This fee covers all corporate members, partners and owners)

**In addition to the above forms all applicants will have to be fingerprinted.**

The State of New Jersey has contracted with a private vendor, IdentGO by MorophoTrust, to collect applicant fingerprints and related fees.

After a Wholesale Firearms Dealer initial application package is received by this office, you will be sent an IdentGO by MorophoTrust fingerprint application form. The form will contain all the information you will need to schedule a fingerprint appointment. **READ THE INSTRUCTIONS ON THE APPLICATION CAREFULLY** before the appointment is made. This process will allow the Firearms Investigation Unit to expedite your application.

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## INITIAL WHOLESALE EMPLOYEE LICENSE

An employee who has not previously been issued a Wholesale Employee License must complete the following:

One (1) Application for Employee of Firearm Dealer License

**Fee** - A single \$5.00 check or money order made payable to **Division of State Police** and attached to the completed employee application.

One (1) Consent for Mental Health Records Search (complete part one only and sign at the **X**.) Ensure the witness is 18 years of age or older.

One (1) Municipal Police Records Check (complete part one & two only) Your application **will not** be processed without this form.

In addition to the two forms above the applicant will have to be fingerprinted if he/she **does not** have a New Jersey Firearms Purchaser's Identification Card or has not been fingerprinted as a firearms applicant. The Identogo by MorphoTrust Form will be **utilized**.

If the employee has a Firearms Purchaser's Identification Card or has been fingerprinted as a firearms applicant, he/she must complete:

One (1) SBI 212A form complete online.

As of April 2014, the State Bureau of Identification (SBI) has mandated that **all** 212A forms must be completed electronically. SBI will no longer accept the yellow 212A paper form for dealer license renewals and employee licenses. See below for new instructions to complete the 212A process electronically.

### **212A ONLINE APPLICATION INSTRUCTIONS**

- Login to the website <https://www.njportal.com/njsp/criminalrecords/>
- When asked for the agency's ORI number enter **NJNSPG520**
- A literal translation will appear giving the option of continuing or canceling the filing.
- If you choose to continue you will fill out the demographics and select the background needed. For Dealer Licensing and employee licenses you will select :

#### **NJS 2C:58-3. Firearm licensing.**

- You will then be requested to enter your State Bureau of Identification number (SBI number- also known as the Firearms Identification number). This is to ensure that you have been fingerprinted under a firearms application before. If you have not you will be rejected from the process at this time.
- If all information is correct, you will then check out by making the payment by credit card or electronic check. Once the payment is verified, you will receive a Confirmation & Receipt that will include your confirmation number. **Please send a copy of the Receipt with your application and** is recommended that you save this document for your records.

- You will find additional instructions in the help section once you set up your account and become a user.

Any problems or questions contact SBI at 609-882-2000 extension 2918.

ADDITIONAL REQUIREMENTS

**Any person handling any firearms or ammunition, or presenting any firearms must have a Wholesale Dealer Employee License.**

Failure to complete the enclosed applications and forms properly will cause a delay in the processing of your Wholesale Dealer License.

Please complete the enclosed applications, Mental Health Consent Forms and Municipal Police Records Check in their entirety and return them along with the appropriate fees within 14 days to the below address. This will enable us to process your applications promptly.

**New Jersey State Police**

**Firearms Investigation Unit**

**P.O. Box 7068**

**West Trenton, N.J. 08628-0068**

Should you have further questions, please contact the Firearms Investigation Unit at 609-882-2000, extension 2060.

