Retail Firearms Dealer – E-Permit Execution: One permit

1) Run a NICS Check as you normally would. Click on NICS Home.

2) Click on Request Form
3) Enter the required information and click Continue.

New Jersey State Police National Instant Criminal Background Check System Requests

<table>
<thead>
<tr>
<th>Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name *</td>
<td></td>
</tr>
<tr>
<td>Last Name *</td>
<td></td>
</tr>
<tr>
<td>Do you have a VALID Driver License? (The license must not be suspended or revoked)</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>SSN Number *</td>
<td></td>
</tr>
<tr>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Date of Birth *</td>
<td></td>
</tr>
<tr>
<td>Sex *</td>
<td>Select</td>
</tr>
<tr>
<td>Race *</td>
<td>Select</td>
</tr>
<tr>
<td>Type of Purchase * (select one)</td>
<td>Select</td>
</tr>
</tbody>
</table>

4) Certain exceptions may apply, indicate the information accordingly.

Type of Purchase * (select one)

<table>
<thead>
<tr>
<th>Hand gun - sold by Dealer</th>
</tr>
</thead>
</table>

Is the purchaser a United States Citizen? *

| Yes | No |

Is purchaser a police officer for a Federal, State or Local Law Enforcement Agency and at least one of the firearms is being purchased for use in actual performance of Law Enforcement Duties?

| Yes | No |

Is purchaser applying for more than one handgun within a 30 days* period? *

| Yes | No |

A dealer shall not knowingly deliver more than one handgun to any person within any 30-day period pursuant to N.J.S. 2C:39-2a(7) unless the purchaser is a law enforcement officer or has exemption approved by Superintendent of the State Police to purchase multiple handguns.

Verifier's Full Name *
5) Continue to provide the required information, Click Continue.

6) Verify the information and click Continue.
7) Enter payment information. Submit Payment.
8) Review Confirmation and Receipt.

**Confirmation & Receipt**

Your NICS request is completed. The form will be submitted to the New Jersey State Police NICS Operation Center for processing. You will receive a Confirmation & Receipt email for this request. You can login to your account to check the current status at any time.

You will get another email when the NICS Operation Center has processed this request.

**Transaction Information**
- **Transaction Date:** Tuesday, September 8, 2020 5:21 PM
- **Amount:** $10.00
- **Billing Number:** 202009082010

**Purchaser Information**
- **Name:** [Redacted]
- **Address:** [Redacted]
- **Type of Purchaser:** [Redacted]
- **SBI Number:** [Redacted]

[Make another request]

9) Verify the NICS Check was processed and approved. Click Transaction Search.

**National Instant Criminal Background Check System (NICS)**

You can submit the NICS request and search for any submitted request from the links below.

**Please Note:**
- Real-time validation is performed for the purchaser's SBI Number with New Jersey's Master Name Index file records. NICS Check request can be submitted only if the information entered matches with this records system.
- Any request that cannot be processed will be marked 'Deficient.' These returns can be accessed from the 'Deficient Requests' queue. They will need to be re-submitted with the required information to be processed. However, information used in real-time validation for SBI Number can NOT be updated while re-submitting.
- DO NOT make multiple submissions. There are no refunds for multiple submissions of the same request.

[Request Form] [Transaction Search] [Deficient Requests] [Delayed Requests]

10) Search by date range or any other available criteria.
11) If the Status shows approved, you may move on to the E-Permit Execution. Click on FARS Home.

12) You will see three options for FARS Home. For executing one E-Permit, Click Handgun Permit Execution.

13) Enter the purchasers SBI Number, Date of Birth and One Permit.
14) If the purchaser is a law enforcement office, indicate it now. Click Continue.

15) If the applicant executed an E-Permit within the last 30 days, the system will flag the applicant and will not allow the transaction to move forward until the 30 days has elapsed.

16) Prior to selecting the permit for execution, you must select the correct approved NICS Check to link to the permit. Typically you will only see one valid NICS Check per SBI number. After selecting the NICS Check, Click Continue.
17) Click on the correct application with available permits. You will only be able to select an active application that corresponds to the type of purchase being conducted. Verify the information associated with the application and permits. After selecting and verifying the information, Click Continue.

18) You will now be prompted to enter the handgun information. Click Add Handgun Information.
19) Enter the Serial Number, Caliber, Make and Model of the handgun. If the handgun is an antique and does not have a serial number check the corresponding box.

20) You may only add information for one handgun based on the purchase type selected in the beginning of this process. The system will not allow more than one handgun.

21) All the fields are free text; however, caliber and make will offer suggestions based on the information entered. For common caliber and makes, this function will help keep a consistent record. Once entered, and double checked for accuracy, click Continue.
22) Review all the information for accuracy. You will have the ability to correct any errors before memorializing the transfer. If everything is correct, check the box declaring the information is accurate and click Continue.

23) You will be directed to a Confirmation and receipt page. This page generates an email to the applicant to both confirm the purchase/transfer of the handgun and provide a link to print or electronically save their own paper permit.