



Cherry Hill Police Department
820 Mercer Street
Cherry Hill, NJ 08002

Applying for a Permit to Carry a Handgun

1. Applications must be submitted in person
2. You must be a resident of Cherry Hill and provide proof of residency. Out of state residents must apply to the New Jersey State Police Barracks (non-toll road) closest to their residence.

The following documents must be provided at time of application:

1. Driver's License and Birth Certificate OR Driver's License and Passport OR Driver's License and Naturalization Certificate/Green Card).
2. Two (2) State of New Jersey Applications for Permit to Carry a Handgun (Form SP642) must be completed in its entirety. Double sided and notarized. One (1) original, notarized, double sided application and one (1) double sided copy is acceptable.
3. Two (2) individual color, passport sized, photographs.
4. Consent for Mental Health Search (Form SP066) – applicant must complete 10 years of residential history (if applicable) and anyone can sign for a witness. If needed, additional pages can be added.
5. Written proof of qualification and ownership
 - a. Proof of ownership can be a purchase receipt OR a purchase permit or a notarized letter of ownership listing make, model, and serial number of handgun(s).
 - b. Written qualification must be within six (6) months of application and include Instructors Name and Certification, make, model, caliber, and serial number of handgun(s) you qualified with.
6. Money Order in the amount of \$50.00 – payable to “Treasurer, State of New Jersey”. Additional fee of \$150.00 payable to Cherry Hill Township is due at the time the application is submitted.
7. Fingerprints – **ALL** permit to carry applicants must be fingerprinted. Applicants must schedule fingerprinting at www.identogo.com.
 - a. To schedule fingerprinting, the applicant must be provided three (3) things by the investigating agency. Case Number (**obtain from Records Unit**), Agency ORI# (**Cherry Hill - NJ0041200**) and Service Code which is “**2F164B**”.

Only completed applications will be accepted. A background investigation will commence upon receipt of fingerprint returns and mental health check.

*** These instructions were amended to reflect the most recent legislation passed on December 22, 2022.***