



BOROUGH OF RUMSON  
POLICE DEPARTMENT

INITIAL FIREARM IDENTIFICATION CARD APPLICANTS "TO DO" LIST:

- **Step # 1** - Complete Forms
  - Complete the STS-033 Multi-purpose Firearms Application – Use the attached form *or* if you prefer, complete it online at the NJ State Police website and print it out on your computer.
  - Complete the SP-66 Consent for Mental Health Record's Search Form
  - As per the NJSP Guidelines, all information must be clearly typed or printed on all forms. All applications must be signed in the presence of an officer from the Rumson Police Department.
- **PLEASE BRING THE FOLLOWING TO RUMSON POLICE HEADQUARTERS**  
***Must be in person between the hours of 8:00 am and 4:30 pm Monday through Thursday***
  - The completed STS-033 Form - Application for Firearms Purchaser Identification Card / and or Handgun Purchase Permit
  - The completed SP-66 Mental Health Records' Search Form
  - Initial Firearms ID Card Application Fee - \$5.00 Cash (exact), Check, or Money Order payable to the Borough of Rumson
  - Handgun Purchase Permit Fee -\$2.00/per permit payable in exact Cash, Check, or Money Order (*only if you will be purchasing a handgun*).
  - your current NJ Driver's License or passport showing your Rumson address
- **Step # 2** – Submit your application and get Contributor's Case Number - Come in to Rumson Police Headquarters (***Must be between the hours of 8 am and 4:30 pm Monday through Thursday Only – No Exceptions***) to obtain a MorphoTrak form designated with your contributor's case number on it (this is *your unique identifier* for MorphoTrak). You will need this number to go online or call to schedule your MorphoTrak fingerprinting appointment.
- **Step # 3** – Schedule MorphoTrak Appointment - Go online to schedule MORPHOTRAK applicant fingerprinting appointment online or by phone....*\*This is when you will be required to pay a \$52.70 fingerprinting service fee with credit card or electronic debit from your checking account. Please note: if you miss your MORPHOTRAK appointment you will incur an \$11.00 fee.*
- **Step # 4** – Get fingerprinted -Go to MORPHOTRAK (in Ocean, New Jersey) at your scheduled time to be fingerprinted. Remember to bring your Identification and documents! Please return this fingerprinting form with attached receipt to HQ after your fingerprinting has been completed.
- **Step # 5** – Inform your references - As a courtesy, please advise your references that they will be contacted by the Rumson Police Detective Division for a character reference on your firearms application. (*This may be in person or in a letter*)
- **Step # 6** - Wait- You will be notified in writing that your card has been processed and approved or that your card has been denied. Due to an increase in applicants, please expect a wait of approximately 2-3 months. You will be notified as soon as your documents are processed and approved. (*Please do not call police HQ for status updates*)

\*Any questions, please call Shannon McCurdy at the Rumson Police - Records Division at 732-842-0500. Records Division hours are Monday through Thursday 8:00am to 4:30pm. Please be advised, the Records Division is closed for all Federal Holidays. *Please call ahead to ensure a Records Officer is available.*