



ALPHONSE PETRACCO
Director of Public Safety
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Township of Nutley

Department of Public Safety
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Chief of Police
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Permit To Carry Applicant Information

Step 1: Applicant must visit the following website:

<https://www.njportal.com/NJSP/ConcealedCarry/>

If prompted by the online portal, applicant may be required to be fingerprinted.

Step 2: The below elements are required to be hand delivered to the Nutley Police Department by the applicant in person AFTER the completion of the online portion within the NJSP portal.

- *ID Documents* Applicants must present their ID documents to the officer accepting the paperwork
 - o DL & Passport
 - o DL & Birth Certificate
- *Money Order* (no checks or cash) in the amount of \$150.00 made payable to, "Township of Nutley"
- *Written Proof of Ownership* This can be a purchaser receipt, purchase permit, or a notarized letter of ownership listing make, model, and serial number of handgun(s).
- *Proof of Handgun Qualification* The burden is on the applicant to ensure ORIGINAL DOCUMENTS are provided to the Nutley Police Department documenting that they have completed the required qualification procedures. Written qualification must be within six (6) months of application and include instructor's name and certification, make, model caliber, and serial number of handgun(s) you intend to carry.

Note: The processing of applications does not begin until all elements of the application process have been completed. Please do not contact the Nutley Police Department Firearms Unit to check on the status of an application.

Additional information can be found by navigating to www.nutleynj.org → Forms → Public Safety → Firearms.

Please direct any concerns or questions via **EMAIL** to firearms@nutleypd.com.