

HASBROUCK HEIGHTS POLICE DEPARTMENT
248 HAMILTON AVENUE
HASBROUCK HEIGHTS, NEW JERSEY 07604



Chief Michael J. Colaneri

Headquarters 201-288-1000
Fax 201-288-4006



**Procedure for Obtaining Firearms Purchase Permit(s)
and/or Duplicate Firearms ID Card**

Please be advised that there has been a change to the procedure you must follow to obtain a Firearms Purchase Permit and/or a duplicate Firearms ID Card. This applies to those individuals who **already** have a valid Firearms Identification Card/SBI number.

- ***Before logging on to website, please have your SBI # available. Your request will be rejected if SBI # is not entered.***
- Log on to <https://www.njportal.com/njsp/criminalrecords/> and click on the **ON LINE FORM 212A**, a highlighted block located on the lower left side of the page. At that time you will be asked to enter an ORI number NJ0022500.
- Follow the prompts for personal information and then you will be asked to enter payment information (\$20.00 fee can be paid by credit card or electronic check)
- Upon completion, you will receive an email confirmation and receipt that will include a confirmation number.
- A request will be forwarded to the Hasbrouck Heights Police Department for approval and submission to the NJ State Police for processing
- Additional information can be found by clicking on the Help Tab, located on the top right side of the page