

## **WHOLESALE FIREARMS DEALER LICENSE RENEWAL**

In order to renew your Wholesale Dealer's License each Corporate Member, Partner or Owner must complete the following:

**IF YOU ARE INCORPORATED** - Copy of your Certificate of Incorporation & Annual Report.

**IF YOU ARE A PARTNERSHIP OR SOLE PROPRIETOR** - Copy of your Business Trade Name Certificate.

- One (1) Application for Wholesale Firearms Dealer License.
- One (1) Consent for Mental Health Records Search (complete part one fully and sign at "X" also ensure that a witness 18 years of age or older signs the form.
- One (1) Wholesale Dealer and Manufacture of Firearms Application (Complete this form only if you are a partnership or a corporation).
- One (1) Municipal Police Records Check (complete part one & two only) Your Application **will not** be processed without this form.
- One (1) SBI 212A Form complete online.

As of April 2014, the State Bureau of Identification (SBI) has mandated that **all** 212A forms must be completed electronically. SBI will no longer accept the yellow 212A paper form for dealer license renewals and employee licenses. See below for new instructions to complete the 212A process electronically.

### **212A ONLINE APPLICATION INSTRUCTIONS**

- Login to the website **<https://www.njportal.com/njsp/criminalrecords/>**
- When asked for the agency's ORI number enter **NJNSPG520**
- A literal translation will appear giving the option of continuing or canceling the filing.
- If you choose to continue you will fill out the demographics and select the background needed. For Dealer Licensing and employee licenses you will select :

#### **NJS 2C:58-3. Firearm licensing.**

- You will then be requested to enter your State Bureau of Identification number (SBI number- also known as the Firearms Identification number). This is to ensure that you have been finger

printed under a firearms application before. If you have not you will be rejected from the process at this time.

- If all information is correct, you will then check out by making the payment by credit card or electronic check. Once the payment is verified, you will receive a Confirmation & Receipt that will include your confirmation number. **Please send a copy of the Receipt with your application and** is recommended that you save this document for your records.
- You will find additional instructions in the help section once you set up your account and become a user.

Any problems or questions contact SBI at 609-882-2000 extension 2918.

Additionally, each Wholesale Dealer and Manufacturer of firearms package must be accompanied by:

#### LICENSE FEE

One (1) \$150.00 Money Order made payable to Division of State Police. (This fee covers all Corporate Members, Partners and Owners)

#### RENEWAL WHOLESALE EMPLOYEE LICENSE

In order to obtain a Wholesale Employee License renewal each employee must complete the following:

One (1) Application for Employee of Firearms Dealer

**Fee** - A single \$5.00 money order made payable to Division of State Police and attached to completed employee application.

One (1) Consent for Mental Health Records Search (complete part one fully and sign at “X” also ensure that a witness 18 years of age or older signs the form.

One (1) SBI 212A Form complete online.

As of April 2014, the State Bureau of Identification (SBI) has mandated that **all** 212A forms must be completed electronically. SBI will no longer accept the yellow 212A paper form for dealer license renewals and employee licenses. See below for new instructions to complete the 212A process electronically.

### 212A ONLINE APPLICATION INSTRUCTIONS

- Login to the website <https://www.njportal.com/njsp/criminalrecords/>
- When asked for the agency's ORI number enter **NJNSPG520**
- A literal translation will appear giving the option of continuing or canceling the filing.
- If you choose to continue you will fill out the demographics and select the background needed. For Dealer Licensing and employee licenses you will select :

#### **NJS 2C:58-3. Firearm licensing.**

- You will then be requested to enter your State Bureau of Identification number (SBI number- also known as the Firearms Identification number). This is to ensure that you have been finger printed under a firearms application before. If you have not you will be rejected from the process at this time.
- If all information is correct, you will then check out by making the payment by credit card or electronic check. Once the payment is verified, you will receive a Confirmation & Receipt that will include your confirmation number. **Please send a copy of the Receipt with your application and** is recommended that you save this document for your records.
- You will find additional instructions in the help section once you set up your account and become a user.

Any problems or questions contact SBI at 609-882-2000 extension 2918.

One (1) Municipal Police Records Check (complete parts one and two only). Your Application **will not** be processed without this form.

### INITIAL WHOLESALE EMPLOYEES

An employee who has not previously been issued a Wholesale Employee License must complete the following:

- One (1) Application for Employee of Firearm Dealer

**Fee** - A single \$5.00 check or money order made payable to Division of State Police and attached to the completed employee application.

One (1) Consent for Mental Health Records Search (complete part one fully and sign at “X” also ensure that a witness 18 years of age or older signs the form.

One (1) Municipal Police Records Check (complete parts one & two only). Your application **will not** be processed without this form.

In addition to the above forms the applicant will have to be fingerprinted if he/she **does not** have a New Jersey Firearms Purchaser’s Identification Card or has not been fingerprinted as a firearms applicant. The **IdentoGO by MorphoTrust** Form will be **utilized**.

If the employee has a Firearms Purchaser's Identification Card or has been fingerprinted as a firearms applicant, he/she must complete:

One (1) SBI 212A form complete online.

As of April 2014, the State Bureau of Identification (SBI) has mandated that **all** 212A forms must be completed electronically. SBI will no longer accept the yellow 212A paper form for dealer license renewals and employee licenses. See below for new instructions to complete the 212A process electronically.

### **212A ONLINE APPLICATION INSTRUCTIONS**

- Login to the website **<https://www.njportal.com/njsp/criminalrecords/>**
- When asked for the agency’s ORI number enter **NJNSPG520**
- A literal translation will appear giving the option of continuing or canceling the filing.
- If you choose to continue you will fill out the demographics and select the background needed. For Dealer Licensing and employee licenses you will select :

**NJS 2C:58-3. Firearm licensing.**

- You will then be requested to enter your State Bureau of Identification number (SBI number- also known as the Firearms Identification number). This is to ensure that you have been finger printed under a firearms application before. If you have not you will be rejected from the process at this time.
- If all information is correct, you will then check out by making the payment by credit card or electronic check. Once the payment is verified, you will receive a Confirmation & Receipt that will include your confirmation number. **Please send a copy of the Receipt with your application and** is recommended that you save this document for your records.
- You will find additional instructions in the help section once you set up your account and become a user.

Any problems or questions contact SBI at 609-882-2000 extension 2918.

#### ADDITIONAL REQUIREMENTS

**Any person handling firearms or ammunition, or presenting any firearm for sale to any customer, they must have a Wholesale Dealer's Employee License.**

Failure to complete the enclosed applications and forms properly will cause a delay in the renewal of your Wholesale Dealer's License.

Please complete the enclosed applications, Mental Health Consent Forms and Municipal Police Records Check in their entirety and return them along with the appropriate fees within 14 days. This will enable us to process your applications promptly.

NEW JERSEY STATE POLICE

FIREARMS INVESTIGATION UNIT

P.O. BOX 7068

WEST TRENTON, N. J. 08068-0068

Should you have further questions, please contact the Firearms Investigation Unit, at 609-882-2000, extension 2060.

