



Berlin Police Department

Integrity * Service * Community

Michael W. Miller
Chief of Police

Application Instructions for REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION (Form 212A)

Additional Permits to Purchase a Handgun and/or Duplicate Firearms Purchaser Cards

- Log on to <https://www.njportal.com/njsp/criminalrecords/>.
- Click on the **ON LINE FORM 212A**, a highlighted block located on the lower left side of the page.
- Originating Agency Identification Number (ORI): **NJ0040500**
- Follow the prompts for demographic and payment information.
- The applicant will be required to include their State Bureau of Identification number (SBI number) during the demographic information portion of this on line application. This number can be found on your NJ Firearms ID Card after the heading "NUMBER". The NJ SBI number format is six numbers followed by one letter. Your request will be rejected if this number is not included.
- Upon completion of the form, you will receive an email Confirmation & Receipt that will include a confirmation number.
- At this time the request will be forwarded to the Berlin Police Department for approval and submission to the New Jersey State Police for processing.
- More detailed information may be found by clicking on the **Help Tab** located on the top right side of the web page.

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