

# Firearm License Applicant Background Check Instructions

- You will need to complete this Electronic 212A Form in order to complete your background check in accordance with our ordinance prior to approval of your taxi driver license for the Borough of Sea Girt.
  - If you have not already had your fingerprints submitted from a prior license, you may need to go to a fingerprint facility. The required form for a fingerprint facility **MUST** be picked up in person from the Sea Girt Police Department
- Go to <http://www.njportal.com/njsp/criminalrecords/> from any web enabled computer.
- You must click on the “**ON LINE FORM 212A**” which is a highlighted block located on the lower left side of the page.



- You will required to enter this nine digit Originating Agency Identification Number (ORI)

**NJ0134400**

- You will follow the prompts for demographic information.
- You will need to select the type of background needed.

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

- 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 Sea Girt Police Department’s work queue for approval and submission to the NJ State Police for Processing.
- You can find more detailed information by clicking on the **Help Tab**, located on the top right side of the page.