

****NOTE: ONLY COMPLETE THIS STEP IF YOU
ALREADY HAVE AN SBI NUMBER****

ONLINE NJSP BACKGROUND CHECK APPLICANT INSTRUCTIONS

Login to the website <https://www.njportal.com/njsp/criminalrecords/>

When asked for the agency's ORI number, enter **NJ0100900**.

Fill out the demographics and select the background needed. For Firearm Purchaser Identification Cards and Handgun Purchase Permits 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 checkout 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. It is recommended you save this document for your records.

Criminal History Check- fee is \$20.00 MUST BE PAID USING THE ONLINE APPLICATION

You will find additional instructions in the help section once you set up your account and become a user.