

In an effort to continue to provide services to our residents, while protecting both our employees and the public, the Freehold Township Police Department has determined that we must make some temporary changes to the procedure for picking up Firearms ID Cards / Handgun Permits.

Until further notice, the following pickup procedures will be utilized during the COVID-19 Pandemic:

1. Once you are notified by the Freehold Township Police that your Firearms ID Card or Hand Gun Purchase Permit has been approved, please call (732) 294-2110 and advise our personnel if you will be responding to pick up your documents. We will make an appointment for you to come in between the hours of 9:00 am and 3:00 pm. (Please note: In an effort to protect our employees, appointment times will be properly spaced throughout the day.)
2. If you will be picking up your approved documents please bring exact change or a check for the exact amount made out to **Township of Freehold**. In an effort to maintain a safe environment, we also ask that you bring your own pen to sign the documents.
3. Once you arrive at the FTPD lobby, please call (732) 294-2110 and advise them that you are there to pick up Firearms related documents and then please wait at a safe social distance from all doorways.
 - a. **Interaction with our employees will be made through the window located to the right of the lobby and we ask that all residents to follow our employees' directions in an attempt to maintain a safe environment.**
4. An FTPD employee will ask you for your identification to confirm your identity and after doing so you will be asked to place your payment in the black lock box located in the lobby.
5. Once payment is made, an FTPD employee will distribute your documents and you will be required to sign the documents prior to leaving.
6. If you are picking up a Firearms ID Card, you will also be required to make a thumbprint impression on the back of your card.

These changes are being made in an effort to continue to provide services to our residents and with everyone's health and safety in mind. **If you are feeling ill, exhibiting any symptoms or have been exposed to anyone with Coronavirus, we ask that you DO NOT come in for approved documents.**