Neptune Township Police Department

25 Neptune Boulevard
Neptune, NJ 07753

APPLICANT INSTRUCTIONS

- Provide your applicant with your nine digit Originating Agency Identification Number (ORI).

  ORI Number: **NJ0133400**

- Instruct your applicant to log on to https://www.njportal.com/njsp/criminalrecords and click on the **ON LINE FORM 212A,** a highlighted block located on the lower left side of the page.

- The applicant will follow the prompts for demographic and payment information.

- The applicant will enter “Local Ordinance” in the drop down box under the Reason for Filling Request followed by entering “ABC Card” in the free flow box bellow.

- Upon completion of the form the applicant will receive an email Confirmation & Receipt that will include a confirmation number.

- At this time the request will be forwarded to the Police Department’s work queue for approval and submission to the NJ State Police for processing.

- The applicant can find more detailed information by clicking on the **Help Tab**, located on the top right side of the page.

If additional assistance is needed in completing this application, contact the Neptune Township Identification Bureau at (732) 988- 8000 x424.