



FARS Firearms Application & Registration System -Procedures for Applicants:



Step 1: visit this website. You **MUST** enter the site address as follows:

www.njportal.com/NJSP/fars

Step 2: West Orange ORI # **NJ0072200**

(You **WILL NOT** be able to complete the FARS online application WITHOUT THE PROPER ORI#)

Please ensure that the agency ORI number is correct on the form. If an incorrect ORI number is entered on the form, you will NOT receive a firearms ID card or a permit to purchase. You will then have to re-apply using the correct ORI number and pay for the process again. **A refund cannot be issued.**

Step 3: Complete the online application. You may complete the application using a smartphone, mobile device, laptop, or desktop computer. When completing the application you will need the email addresses of 2 reputable references. Your references can be family members.

If you have never been fingerprinted before for firearms purposes, you will need to go for fingerprinting with the Universal Fingerprint Form that will be generated after successful submission of this form. However, if you have been fingerprinted before for firearm purposes, upon completion of this form and payment, you would have completed both S.T.S 033 and 212A requirements.

Step 4: You **MUST** appear at your Police Department to PAY for your INITIAL FID Card and/or Pistol Purchase Permits. Your application **WILL NOT** be processed until you have PAID for the FID Card/Pistol Permits. **Non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4.**

Firearms identification card: \$5.00

Handgun purchase permits \$2.00 each

*You will be receiving automated email updates throughout this new process.

*Once your application is complete, a station representative will contact you to retrieve your FID card and/or pistol purchase permit documents.

*Please advise your references that the FARS system will email them the reference questions to be answered. Your references can complete the questions using a smartphone, mobile device, laptop, or desktop computer. Please advise them to complete the questions immediately to progress your background investigation.

*The on-line application is applicant driven. Please ensure that you have entered the best phone numbers for yourself and references as well as the best email addresses for yourself and references.

The 30 day time clock starts ticking once I've completed my investigation and have recommended approval or denial......

Sergeant George Lopez
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