

FARS Online Application Procedures for Applicants (Firearms Application Registration System)

STEP 1: Visit this website: www.njportal.com/NJSP/fars

STEP 2: Insert South Brunswick Police Department's **ORI# NJ0122100**

STEP 3: Complete the online application. You may complete the application using a smartphone, mobile device, laptop, or desktop computer.

The online application is applicant driven. You will be receiving automated email updates throughout this process. Please ensure that you have entered the best phone numbers and email addresses for yourself and references.

References: When completing the application, you will need the email addresses of two reputable references. Your references can be family members. The FARS system will email your references a questionnaire to be answered. Please advise them to complete the questionnaire immediately so that your background investigation progresses without delay.

Initial Firearms ID Card: If you are applying for an Initial Firearms ID Card, you will be required to make an appointment with IdentoGo for Fingerprinting. Be sure to follow the instructions on FARS on how to complete the fingerprinting process.

Change of Address: If you have requested a Change of Address on your Firearms ID Card, you must bring in documentation from the Department of Motor Vehicles or an updated Driver's License displaying your new address as proof upon pick-up of your new Firearms ID Card.

Pick Up: Once your application is complete, a station representative from our Police Department will contact you to retrieve your FID card and/or Pistol Purchase Permit documents. **Please do not come in until you have heard from our representative.**

Payment: Payment will be made at the time of pick-up. Payment can be made by cash (exact change) or by personal check made out to South Brunswick Township.

Firearms ID Card = **\$5.00** Permit to Purchase = **\$2.00 ea.**

South Brunswick Firearms Unit: 732-329-4000 ext. 7496