

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

**STEP 1:** Visit this website: [www.njportal.com/NJSP/fars](http://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.

**First Time Applicants:** If you are a first-time firearm applicant, you will be required to make an appointment with IDEMIA for Fingerprinting. You will be directed to IDEMIA'S website [HTTP://UENROLL.IDENTOGO.COM/](http://UENROLL.IDENTOGO.COM/). Be sure to follow the instructions on FARS on how to complete the fingerprinting process. Use the Service code: **2F164B**

**What to Apply For:** If you are a first-time applicant, you MUST apply for an Initial Firearms ID Card. A Firearms ID Card will allow you to purchase long guns/rifles and ammunition. If you would like to purchase a Handgun, you must apply for a Permit to Purchase a Handgun; one Permit per Handgun.

**Change of Address:** If you have requested a Change of Address on your Firearms ID Card, you must bring in documentation displaying your new address as proof upon pick-up of your new Firearms ID Card. You may bring in an updated Driver's License, government documentation and/or current bills with your name and address. You must return your previous FID Card upon picking up your new card.

**Pick Up:** Once your application is complete, you will receive an email from the NJSP FARS automatic response system. At that time, your documents will be sent to be printed and signed. A station representative from our Police Department will contact you via email with instructions regarding pick-up and payment. **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