

FARS Application Procedures for Applicants:

Step 1: visit this website. You MUST enter the site address as follows:
www.njportal.com/NJSP/fars

Step 2: Consult your Police Department and obtain their ORI#. Bergenfield Police - ORI# **NJ0020300**

(You **WILL NOT** be able to complete the FARS online application without the proper ORI #)

IF YOU ENTER THE INCORRECT ORI, IT CANNOT BE CHANGED. YOUR APPLICATION WILL NOT BE PROCESSED AND NO REFUND WILL BE GIVEN. YOU WILL HAVE TO REAPPLY.

Step 3: Complete online application. You may complete the application using a smart phone, 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. Make sure these email addresses are valid.

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

FID CARD \$5.00

PISTOL PURCHASE PERMIT(s) \$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(s).

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 insure that you have entered the best phone numbers and email addresses for yourself and your references.

**If you are applying for the retired Law Enforcement Program (RPO), or a carry permit, Please contact The Bergenfield Police Department @ (201) 387-4000 and speak with Det. David Tortora ext. 4112 or Detective Jon Sommer ext. 4111 for an appointment.

THESE APPLICATIONS CANNOT BE DONE ONLINE

**If you have lived outside the state of New Jersey within the last ten (10) years, you must complete paper form SP066 (Consent for Mental Health Checks) and bring it with you when you pay for your FARS application. Form SP066 can be found on the www.njportal.com/NJSP/fars website.