

# FIREARMS

**The Firearms Application process is now electronic. Please follow the below instructions for the Firearms reporting system.**

**This entire process is applicant driven. Please be sure that all the information that you enter into the application is correct, specifically phone numbers, email addresses, and the ORI Number (NJ0020300).**

You will receive automated emails from the FARS system throughout the process.

When deciding on **how many permits** that you would like, please take the following into consideration:

- One permit is needed for each handgun you wish to purchase (\$2 Each)
- You can only purchase 1 handgun every 30 days.
- Permits are only good for 90 days (90 day extensions can be granted).

**\*Please note that applications cannot be modified to add additional permits once it has been completed. You MUST complete the entire process again.**

## **FINGERPRINTING:**

- **FIRST TIME APPLICANTS** must be physically fingerprinted. You will be prompted to print the IdentoGO form during the FARS process to schedule fingerprinting at an off-site location.
- **EXISTING APPLICANTS** shall have their fingerprints processed at <http://www.njportal.com/njsp/criminalrecords/>

**TO BEGIN, PLEASE FOLLOW THESE STEPS:**

1. Go to the website <http://njportal.com/NJSP/fars> If this link does not directly transfer you, copy and paste it into a new browser window. Click on the orange button that says "Online S.T.S 033 Form."
2. Enter the ORI for the Bergenfield Police Department (NJ0020300), then click "Continue". Complete the entire application process for each of the tabs.

\*Please advise the references that you list in the FARS system that they will be emailed automatically with a questionnaire to complete.

\*Please print a copy of all documents for your records.

3. Once you have completed your online application, you **MUST** appear at the Bergenfield Police Department Records Bureau to **PAY** for your **INITIAL FID CARD** and/or **Pistol Purchase permits**.

**Applicants WILL NOT be processed if you do not bring the following:**

- a) Your application confirmation page with payment.
  - b) Payment for your FID Card (\$5.00) and/or Pistol Purchase Permit(s) (\$2.00 per permit). Non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4.
  - c) Proof of residency(Valid drivers license preferred).
  - d) If you are changing information on your current FID Card, you must bring your old FID card.
  - e) Naturalized Citizens are to provide US Naturalization Paperwork or Passport. If not a citizen, applicant is to provide us their Resident Alien Card.
4. Once your application is fully processed, you will receive a letter from the Records Bureau to pick up your FID Card and/or Pistol Purchase Permits(s).