

FIREARMS APPLICATION & REGISTRATION SYSTEM

The new online application is **APPLICANT DRIVEN**. If you make a mistake while applying you simply **RE-APPLY**. The applicant, should understand that all application fees are non-refundable and non-transferable. The applicant **MUST** utilize the correct ORI for the correct Police Department. Most of the **ISSUES INCURRED/CREATED** by the **APPLICANT** during online application process are unable to be altered after submission and will be reviewed on a case basis. After determination that the error occurred on the applicant's side, the Police Department has the discretion to instruct the applicant to re-apply. Applicants can apply via <http://njportal.com/NJSP/FARS>

1. FARS is taking the place of the STS 033 form. Applicants can apply for all the same options as the paper application form with the exception of Permits to Carry.
2. Although paper applications are still available, All Police Departments and Applicants are urged to phase out the paper process for the electronic FARS system. This system has been mandated by the Governor's Office to expedite the process and provide accountability for the length of time an application may take to process.
3. Permits to Carry are not able to be applied for utilizing FARS currently Future phases of FARS will accept Permit to Carry Applications. The paper applicant still applies to Permits to Carry.
4. The applicant **MUST** enter their "**Official Name**". They cannot utilize simplified versions of their names (Joe vs. Joseph).
5. Applicants must enter accurate phone numbers and emails for themselves and their references. If in the event that an applicant needs to supply a third reference, a paper copy of the additional reference information should be scanned into the application and updated in the notes section.
6. **Family members can be references.**
7. After the applicant enters all required information, a **REVIEW PAGE** appears where the applicant can edit all information entered into the application prior to **final submission**.
8. An **INITIAL APPLICANT** will be able to **PRINT OUT** their **FINGERPRINT FORM** at the end of the application, and are directed to do so.
9. The applicant is also directed to print both the confirmation page and application at the end of the process. This is for quick reference in the event of an issue.

10. If a PD is creating a fingerprint form for the applicant, The Police Department **MUST** use **FARS CASE NUMBER**, and **NOT** a PD case number.
11. No payment is taken from initial applicants by FARS. Only 212A applicants will pay at the end of their online application process. Initial applicants are instructed to bring payment to the Police Department upon applying and or through electronic means designated by the department.
12. Police Departments **must** receive the applicant fees for the FID cards and Pistol Purchase Permits at the time of the application, **NOT** when picking up their issued paperwork as per NJ admin code N.J.A.C. 13:54.
13. The Police Department may create any avenue of collection (i.e. PayPal) which is at the discretion of the Chief or designee, for the funds associated with an FID/Pistol Purchase Permit.