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Firearms Application and Registration System (FARS)

The Egg Harbor Township Police Department Firearms Investigation Unit assists residents with the application, processing, and registration of firearms. Questions regarding the FARS process may be directed to the Firearms Investigation Unit Clerk during normal business hours at 609-926-4038 or via email at JAdamson@EHTPD.com.

The State of New Jersey has adopted an electronic firearms application process. Follow the instructions below for the FARS application. Please note, for those with no internet access, paper applications may be obtained at, and submitted to, the Egg Harbor Township Police Department Records Office Monday Friday 8:30AM to 4:30PM.

FARS Application Procedures

Step 1: Visit the following website using a smartphone, mobile device, or computer.

<https://www.njportal.com/NJSP/fars>

Step 2: If you are a resident of Egg Harbor Township and it is your intent to submit your application to the Egg Harbor Township Police Department, you must enter the Egg Harbor Township Police Department's Originating Agency Identifier (ORI) # exactly as shown:

NJ0010800

If the application is submitted with an incorrect ORI #, the ORI# on the application cannot be changed. A new application must be submitted.

Step 3: Complete the online application and review for accuracy prior to submitting. Errors may result in your application being rejected. It is recommended that you print the confirmation page since it contains information needed for subsequent steps.

If you are applying for an initial Firearms Identification Card, after completing the FARS application, you will be required to make an appointment for your fingerprints to be processed. Instructions will be provided on the confirmation page. You must have your fingerprints processed within 90 days from the

date of application. Failure to do so will result in your application being automatically deleted from the FARS system and it will be necessary to reapply.

Please note the following regarding Handgun Purchase Permits:

- a. A handgun purchase permit may not be issued to anyone under 21 years of age.
- b. ONE (1) Permit is required for each handgun you wish to purchase (each permit is \$2).
- c. Per state law, you can only purchase one (1) handgun in a 30-day period.
- d. Permits expire after 90 days.
- e. If you want to purchase additional handguns after all issued permits have been used, or if the permit(s) have expired, you must apply for additional permits.
- f. If you apply for only a Firearms Identification Card but later decide you also want a Handgun Purchase Permit, a new application must be submitted.

Step 4: You may pick up and pay for your Firearms Identification Card and/or Handgun Purchase Permit(s) at the Egg Harbor Township Police Department Records Office during normal business hours (Monday – Friday 8:30AM to 4:30PM). For your convenience, payment may be made when picking up your approved FID or Handgun Purchase Permits.

Accepted forms of payment are cash, money order, check, or credit card. NOTE: Payment by credit card requires an additional transaction fee. The fee for the initial Firearms Identification (FID) Card is \$5.00. The fee for each Handgun Purchase Permit is \$2. **To expedite this payment, you are highly encouraged to present a copy of the transaction confirmation.** Failure to do so may result in a delay in taking payment and/or may require you to return at a future date or time.

Important Information:

- You will be receiving automated email updates throughout this process.
- **Notification of approval DOES NOT mean that your permits are immediately ready for pick up.** You will receive a separate email notifying you that your FID card and/or Handgun Purchase Permit(s) are completed and available. If you do not receive this notification and you attempt to retrieve your document(s), you will be asked to return at a future date.
- **Please check your “spam” or “junk” email folder frequently for emails from “@ehtpd.com” or “njportal.com”**
- Please advise your references that the FARS system will email a questionnaire regarding your application. Advise your references to check their email system to ensure the email was not discarded as “spam.”
- Your references must complete the questionnaire online. Advise them to complete the questions immediately so that your application will progress in a timely manner. A delay in a reference’s response will result in a delay in the application process.
- Provide the best email addresses and telephone numbers for both your references and yourself.
- The New Jersey State Police website provides information on New Jersey firearms laws, transportation of firearms, and frequently asked questions. The site can be found by following this link:

<http://www.njsp.org/firearms/index.shtml>