



DEPARTMENT OF PUBLIC SAFETY NEWARK POLICE DIVISION LICENSING UNIT



The following instructions serve as a guideline for submitting an online application via the **Firearms Application & Registration System (FARS)** for a Firearms ID card or a permit to purchase a handgun.

PROCEDURE FOR ONLINE FIREARMS APPLICATIONS – PLEASE READ CAREFULLY

The Newark Police Division participates in the FARS (Firearms Application & Registration System) online firearms application process. Applicants may apply for Firearms ID Cards and Permits to Purchase a Handgun online. Please read the instructions carefully in FARS as you move from screen to screen. **The entire process is applicant driven. Failure to enter all the information correctly will result in having to reapply.**

PRIOR to commencing the online application, the following information should be readily available. FARS will time out your application and you will need to start anew if the requested information is not entered in a timely manner:

- Complete first and last name (no abbreviations), middle name if applicable
- Newark address (if you do not reside in Newark, you must apply with the jurisdiction where you physically reside)
- Correct date of birth
- Gender
- Driver's License Number
- Social Security Number
- Two (2) reputable references. You must enter:
 - Complete first and last name
 - Street address, city, state, zip code
 - Contact number
 - Valid / current email address

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

When deciding on how many permits that you would like to apply for, please consider the following:

- One permit is needed for each handgun you wish to purchase (\$2 each)
- You can only purchase one (1) handgun every 30 days
- Permits are only good for 90 days (90-day extensions can be granted under certain circumstances)
- After the process is complete and you need an additional permit, you **MUST** complete the entire process again. Applications cannot be modified to add additional permits.
- ******* If an applicant INITIALLY applied for a Firearms ID card and forgot to apply for permits to purchase a handgun, the applicant must reapply for the permits to purchase a handgun **AFTER** their initial application for the Firearms ID card to ensure fingerprint processing is complete. *******

FARS APPLICATION INSTRUCTIONS FOR APPLICANTS

Step #1: Visit this website. You must enter the site address as follows: www.njportal.com/njsp/fars

Step #2: The Newark Police Division ORI # is: **NJNPD0000**

*****YOU WILL NOT BE ABLE TO COMPLETE THE FARS ONLINE APPLICATION WITHOUT THE CORRECT ORI#**

Step #3: Complete the online application. You may complete the application using a smartphone, mobile device, laptop, or desktop computer. **You must print both the confirmation page and application at the end of the process.** These will be used for reference in the event of an issue.

Step #4: When completing the application, you will need the email addresses of two (2) reputable references. All information must be entered correctly, failure to enter correctly will result in reapplying. **Please advise your references that FARS 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 him / her to complete the questions at their earliest convenience.

Once your application is **complete and has been approved**, you **will be contacted** by a Newark Police Division representative to retrieve your Firearms ID card and / or permit(s) to purchase a handgun.

You are required to submit a non-refundable payment as per NJAC 13:54-1.4 (money order only) for your purchase permits (\$2.00 each) and if applicable, the Firearms ID card (\$5.00). **Payment shall be addressed to City of Newark.**

YOU WILL BE CONTACTED WHEN YOUR DOCUMENTS (IF ANY) ARE READY FOR PICK UP

The New Jersey State Police website provides information on the New Jersey firearms laws, transportation of firearms, and frequently asked questions. The site can be found by following this link: <https://www.nj.gov/njsp/firearms/index.shtml>