

FARS APPLICATION PROCEDURE-PLEASE READ CAREFULLY

STEP 1: Visit the following website: www.njportal.com/NJSP/fars

STEP 2: Westampton Police Department ORI #: **NJ0033800**

STEP 3: Make sure to print the INDENTIGO UNIVERSAL FINGERPRINT FORM – not to be confused with your confirmation sheet. If you fail to print the form, contact police records to request a UNIVERSAL FINGERPRINT FORM. The instructions for making the appointment are online. You will need to provide us with the FARS Contributor Case # that begins with NJ0033800.

STEP 4: When completing the application you will need the email address of two reputable references. Your references can be family members, but must be over 18.

PLEASE USE YOUR FULL LEGAL NAME WHEN APPLYING
Enter as it appears on your Driver's License

STEP 5: You will be notified to appear at police records to pay for your initial firearm's ID card / permit to purchase handgun(s). Pre-payment is **required** - your application **will not be processed** until you have paid for the ID card/permit to purchase. Your non-refundable payment is required to be made at the time of application as per statute NJAC 13:54-1.4. **DO NOT JUST SHOW UP, WE WILL CALL / EMAIL YOU UPON RECEIPT OF YOUR APPLICATION.**

- A. If an **INITIAL** applicant applied for a firearms ID card, and forgot to apply for permits to purchase handgun(s), you must re-apply for the permits, AFTER the initial application has been processed and approved, and vice versa for ID's after permits.
- B. You will receive automated email updates throughout this process.
- C. Once your application is complete, a police representative will contact you to retrieve your firearms ID card and/or permit to purchase handgun(s). **DO NOT CONTACT / APPEAR AT THE POLICE DEPARTMENT UNTIL ADVISED TO DO SO.**
- D. Please advise your references that the FARS system will email them a questionnaire to be answered.
- E. The online application process is applicant driven. Please ensure that you have entered the best phone number, and email for yourself and references. We cannot change anything other than the reference email address if there is an issue.

FIRST TIME FIREARM APPLICANTS: Be advised a firearm's I.D. card is for the purchase of ammunition and/or a long arm/rifle. A permit to purchase is for the purchase of a handgun. These are separate documents. When applying for the first time, please reference "A" above.

DO NOT SUBMIT MORE THAN ONE FIREARMS APPLICATION AT THE SAME TIME, AS IT WILL DELAY THE PROCESSING OF THE APPLICATION, AND CAN RESULT IN ADDITIONAL FEES.

Please note : In referene to # 5 above, Payments are being deferred until your documents are being issued due the the Covid-19 Pandemic. We will advise you accordingly.

ANY QUESTIONS: CALL/EMAIL TRISH @ 609-267-3000 EXT 140 / THOMPSON@WTPD.US