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FIREARMS APPLICANT REGISTRATION SYSTEM (FARS) INSTRUCTIONS FOR APPLICANTS

1. Log on to: www.njportal.com/NJSP/fars
2. Enter the ORI # for the Eatontown Police Department: **NJ0131100**
3. Complete the online application. You may complete the application using a smartphone, mobile device, laptop or desktop computer. When completing the application you will need the email address of two reputable references. Your references can be family members.
4. You **MUST** appear at the Eatontown Police Department Detective Bureau to pay the fees associated with your Initial Firearms ID Card and/or Pistol Purchase Permits. The cost for a Firearms ID Card is \$5.00 and \$2.00 for each Pistol Purchase Permit. Your application **WILL NOT** be processed until you have **PAID** for the FID Card/Pistol Permits. Non-refundable payment is required to be made prior to the completion of the background as per N.J.A.C. 13:54-1.4

A few things to remember....

- Providing your Social Security Number will help to speed up the application process.
- You will be receiving automated email updates throughout the new application process. If you are not receiving periodic updates, be sure to check your SPAM folder.
- Once your application is complete, you will be contacted by a representative from the Eatontown Police Department to retrieve your FID Card and/or pistol permits.
- Please advise your references that the FARS system 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 them to complete the questions immediately to progress your background investigation.
- The online application is applicant driven. Please ensure that you have entered the **BEST** phone numbers for yourself and your references, as well as the **BEST** email addresses for yourself and your references.

(updated 2/2019)