

FARS Application Procedure for Applicants

Step 1: Visit this website. You MUST enter the site address as follows:

www.njportal.com/NJSP/fars

Step 2: Frenchtown Police Department ORI # **NJ0101100**

You WILL NOT be able to complete the FARS online application without the proper ORI#

Step 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 addresses of 2 reputable references. Your references can be family members.

Step 4: You MUST appear at the Frenchtown Police Department, to PAY for your INITIAL FID Card and/or Pistol Purchase Permits. Please provide payment in the form of a personal check or money order made payable to Frenchtown Police Department. Your application WILL NOT be processed until you have PAID for the FID Card/Pistol Permits. Non-refundable payments are required to be made prior to the completion of the background as per NJAC 13:54-1.4

- You will be receiving automated email updates throughout this new process.
- Once your application is complete, a station representative will contact you to retrieve your FID card and/or Pistol Purchase Permit documents.
- 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 on-line application is applicant driven. Please ensure that you have entered the best phone numbers for yourself and references as well as the best email addresses for yourself and references.
- Input your social security number on the application.
- The more information on the application the faster the process will be.

