** FIREARMS Application Procedure**

 **(Firearms Identification Card, Permit to Purchase, Carry Permit)**

**Step 1:**  Visit one of these websites. You MUST enter the site address as follows:

 FID or Permit to Purchase Handgun: [www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)

 Concealed Permit to Carry a Handgun: <https://www.njportal.com/NJSP/ConcealedCarry/>

**Step 2:** Input Frenchtown Police Department’s **ORI#: NJ0101100**

\*\*If an incorrect ORI number is entered on the form, you will then have to

re-apply using the correct ORI number and pay for the process again.

A refund CANNOT be issued.

**Step 3:** Complete the online application through the FARS portal. You may complete the application using a smartphone, mobile device, laptop, or desktop computer.

**Step 4:** You MUST appear at the Frenchtown Police Department, to PAY for your INITIAL FID Card // Permit to Purchase // or Carry Permit. Your application WILL

 NOT be processed until you have PAID the required fees. Non-refundable payments are

 required to be made prior to the completion of the background as per NJAC 13:54-1.4.

**Fees Associated (Check or Money Order made out to Frenchtown Police Department):**

- Initial Firearms Identification Card: $50.00

- Permit(s) to Purchase a Handgun: $25.00 for each permit

- Change of Address, Change of Name, Lost or Stolen ID card: $0

- Permit to Carry a Handgun: $150.00

* The online 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.
* Please advise your references that the FARS system will email them the reference questions to be answered. Please advise them to complete the questions as soon as possible to progress your background investigation.
* The more information on the application the faster the process will be. You will be receiving automated email updates throughout the process.
* Once your application is complete and approved your will receive and email from the portal regarding your issued FID / Permit to Purchase / or Permit to Carry a Handgun.

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Any further questions can be directed to our agency at (908)-996-4820 or Firearms@frenchtownpolice.com