



POLICE DEPARTMENT
JASON A. HART, Chief of Police

Firearms Investigations Unit

ORI Number: NJ0110100

The New Jersey State Police, Firearms Unit, has announced the statewide activation of the Firearms Application and Registration System (FARS).

The activation of FARS will allow firearms applications to be created and submitted online, using the following website:

<https://njportal.com/NJSP/FARS>

East Windsor Township Police Department ORI Number: NJ0110100

Please note that applicants who have resided outside of the State of New Jersey, within a ten (10) year period will still be required to complete the Consent for Mental Health Records Search form in person at the East Windsor Township Police Department. We look forward to a seamless transition and will make every effort to provide our citizens with any assistance and information that they may need.

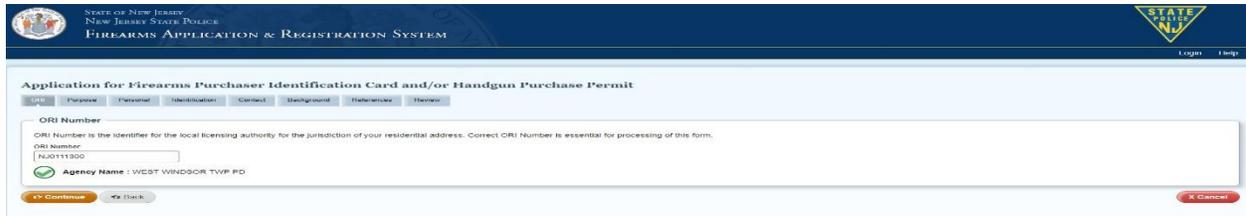
FARS Application Procedures for Applicants:

Step 1: Applicants must visit the below listed website and review the “Service Information” section of the page. Click on the “Online S.T.S. 033 Form” option, located towards the bottom, left corner of the page. Applicants must enter the site address as it is displayed:

<https://njportal.com/NJSP/FARS>

Step 2: East Windsor Township Police Department **ORI Number** is **NJ0110100**. Applicants will not be able to complete the FARS online application without the proper ORI number.

Below, is an example of what the website will display after the applicant has entered the ORI Number for the East Windsor Township Police Department: **ORI Number: NJ0110100**



Step 3: Complete the online application, step by step. Applicants may complete the application using a smartphone, mobile device, laptop, or desktop computer. When completing the application applicants will need the e-mail address of two (2) reputable references. The references can be family members.

As part of an application for an initial Firearms Identification Card, you will be required to upload a current photo. Upload a recent photograph (on a light background including head and shoulders) similar to a passport style photo. This photo will appear on your Electronic Firearms Purchaser Identification Card. **Photos taken of Drivers Licenses or Passports are not acceptable.**

Step 4: You must appear at the East Windsor Township Police Department Records Bureau to pay for your initial Firearms Identification Card (FID Card) and/or Pistol Purchases Permits. Acceptable forms of payment are Money Order, Personal Check, or Cash. **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 NJSC 13:54.1.4. Failure to make payment to the East Windsor Township Police Department within 30 days of the application date will result in the application being withdrawn. There are no refunds on withdrawn, incomplete, or inaccurately submitted applications. The fees are as follows:

- Initial Firearms Identification Card - \$50.00
- Permit to Purchase a Handgun - \$25.00 each

Step 5: All Firearms Purchaser Identification Cards and Permits to Purchase Handguns are now electronic. You will receive access to your Firearms Purchaser Identification card in your approval email. You will receive confirmation of your E-Permits in your approval email and you should provide that email to a NJ retail firearms dealer who will have access to execute your E-Permit. The link provided will only be valid for 2 years. Make sure to print a copy of your Firearms Identification Card for your personal record.

Helpful Application Tips:

- If the applicant makes a mistake while applying, they simply can RE-APPLY. The applicant should understand that all application fees are non-refundable and non-transferable. The applicant **MUST** utilize the correct ORI for the correct Police Department.
- FARS is taking the place of the STS 033 form. Applicants can apply for all the same options as the paper application form with the exception of Permits to Carry.
- Permits to Carry are not able to be applied for utilizing FARS currently. Future phases of FARS will accept Permit to Carry Applications. The paper application still applies to Permits to Carry.
- The applicant **MUST** enter their “**Official Name**”. They cannot utilize simplified versions of their names (Joe vs. Joseph).
- Applicants must enter accurate phone numbers and emails for themselves and their references. If in the event that an applicant needs to supply a third reference, a paper copy of the additional reference information should be scanned into the application and updated in the notes section.
- **Family members can be references.**
- After the applicant enters all required information, a **REVIEW PAGE** appears where the applicant can edit all information entered into the application prior to **final submission**.
- An INITIAL APPLICANT will be able to **PRINT OUT** their **FINGERPRINT FORM** at the end of the application, and are directed to do so.
- The applicant is also directed to print both the confirmation page and application at the end of the process. This is for quick reference in the event of an issue.
- No payment is taken from initial applicants by FARS. Only 212A applicants will pay at the end of their online application process. Initial applicants are instructed to bring payment to the police department.
- Applicants will be receiving automated e-mail updates throughout this new process.
- Please advise your references that the FARS system will e-mail 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 process your background investigation.

- The on-line application is applicant driven. Please ensure that you have entered the best phone number for yourself and references as well as the best e-mail address for yourself and your references.

For question, please call or email:

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