

PRINCETON POLICE DEPARTMENT

**1 Valley Road
Princeton, NJ 08540**

FIREARMS ID CARD/PISTOL PERMIT PROCEDURE

FARS Application Procedures for Applicants

STEP 1: Visit the below website. You **MUST** enter the site address as follows:

www.njportal.com/NJSP/fars

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.

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.

STEP 2: Once you are on webpage please read "Service Information" and read other helpful information located on the right of screen.

To begin process: Click on the **Online Firearms Application** on the bottom left side of screen, the next page will come up and ask you for an ORI number.

Insert Princeton Police Department's ORI number

NJ0111000

***PLEASE NOTE:** If the agency ORI number is incorrectly entered on the form, you will **NOT** receive a firearms ID card or a permit to purchase. **A refund cannot be issued.** You will then have to re-apply using the correct ORI number and pay for the process again.

- You will be receiving automatic email updates throughout this new process.
- Please advise your references that the **FARS** system will email them the reference questions to be answered. Your reference 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.
- Once your application is approved you should get an email for NJSP saying you have an ID and active permits. Please follow on-line instructions from NJSP to print you ID Card. If you applied for E-Permits they are activated by your licensed Firearms Dealer, you must bring your approval email along with your Firearms Identification Card and proof of identity, such as your Driver's License to your Firearms Dealer. Any questions contact your Firearm Dealer prior to going.
- Payment for your ID/Permits are due when application is approved.
To Pay On-Line click on this link: <https://princeton.seamlessdocs.com/f/FirearmsPermitFees>
Acceptable Payment: Cash, Check or Money Order, payable to "Princeton Police Department"

Firearms ID Card: \$5.00 Permit to Purchase Handgun: \$2.00 each