

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 S.T.S. 033 Form** 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 complete, a station representative will contact you to retrieve your FID Card and/or Pistol Purchase Permit documents. Payment will be made at time of pick-up. Acceptable Payment: Cash, Check or Money Order, payable to "Princeton Police Department"

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