

## Firearms Application & Registration System (FARS) Procedures for Applicants: **Applicants must be Pemberton Township Residents**

1. Visit the following website and you **MUST** enter the site address as follows:  
[www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)
2. Complete the online application. You will **NEED TO BE ABLE TO PRINT THE IDENTIGO FINGERPRINT FORM**. If you fail to print the form, contact the police department at (609) 894-3310 and request they provide you with an IdentiGo form. Provide the police department with the FARS contributor case number that begins with *NJ0033000*. The confirmation number will not be used by IdentiGo or the police department on the IdentiGo form.
3. You will need to provide your police department's **ORI** number, for Pemberton Township it is **NJ0033000**.
4. When completing the application, you will need the email addresses of *TWO* reputable references. Your references can be family members.
5. You **MUST** appear at the Pemberton Township **Police Records window** to **PAY** for your initial FID card and/or Pistol Permits **immediately** upon applying. Your application **WILL NOT** be processed until you have **PAID** for the FID card/Pistol Permits. Non-refundable payment is required to be made at the time of application as per NJAC 13:54-1.4.
  - If an Initial applicant applied for a Firearms ID (FID) card and forgot to apply for pistol purchase permits, the applicant must re-apply for the pistol purchase permits **AFTER** their initial application is processed and approved.
  - 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 permit documents. **DO NOT CONTACT** or **APPEAR** at your police department until advised to do so.
  - 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 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.