

**FARS Application Procedures for Applicants:**

**Step 1:** visit this website. You **MUST** enter the site address as follows:

[www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)

**Step 2:** Consult your Police Department and obtain their ORI # NJ0120800

(You **WILL NOT** be able to complete the FARS online application **WITHOUT THE PROPER ORI#**)

**Step 3:** Complete the online application. If you complete the application using a smartphone, mobile device, laptop, or desktop computer, you will **NEED TO BE ABLE TO PRINT THE IDENTIGO FINGERPRINT FORM**. If you **FAIL TO PRINT THE FORM**, CONTACT YOUR POLICE DEPARTMENT AND REQUEST THEY PROVIDE YOU WITH THE IDENTIGO FORM. PROVIDE THE POLICE DEPARTMENT THE FARS CONTRIBUTOR CASE # that begins with NJ \_\_\_\_\_. The CONFIRMATION NUMBER WILL NOT BE USED BY IDENTIGO OR THE POLICE DEPARTMENT ON THE IDENTIGO FORM.

**Step 4:** When completing the application you will need the email addresses of 2 reputable references. Your references can be family members.

**Step 5:** You **MUST** appear at your Police Department to **PAY for your INITIAL FID Card and/or Pistol Purchase 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 an 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 process 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 purchase 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 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.