

# FARS Online Application Procedures for Applicants

## (Firearms Application Registration System)

**STEP 1:** Visit this website: [www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)

**STEP 2:** Insert South Brunswick Police Department's **ORI# NJ0122100**

**STEP 3:** Complete the online application. You may complete the application using a smartphone, mobile device, laptop, or desktop computer.

The online application is applicant driven. You will be receiving automated email updates throughout this process. Please ensure that you have entered the best phone numbers and email addresses for yourself and references.

**References:** When completing the application, you will need the email addresses of two reputable references. Your references can be family members. The FARS system will email your references a questionnaire to be answered. Please advise them to complete the questionnaire immediately so that your background investigation progresses without delay.

**First Time Applicants:** If you are a first-time firearm applicant, you will be required to make an appointment with IDEMIA for Fingerprinting. You will be directed to IDEMIA'S website [HTTP://UENROLL.IDENTOGO.COM/](http://uenroll.identogo.com/). Be sure to follow the instructions on FARS on how to complete the fingerprinting process. Use the Service code: **2F164B**

**What to Apply For:** If you are a first-time applicant, it is recommended that you apply for an Initial Firearms ID Card. A Firearms ID Card will allow you to purchase long guns/rifles and ammunition. If you would like to purchase a Handgun, you must apply for a Permit to Purchase a Handgun; one Permit per Handgun.

**Completion:** Once your application is approved, you will receive an email from the NJSP FARS automatic response system stating that your application has been approved.

**Payment:** You **MUST** pay for your FID Card/Permit fees once you've submitted your application online.

You can pay online through Municipay at the following link for your convenience:  
<https://secure.municipay.com/payapp/public/ECSale.html?siteId=54pztgy6qw&urlKey=97806b4756b4bf598b0101876b2834b0&deptId=54pztgy6qw>

Payments may also be dropped off to us by cash (exact change) or by personal check payable to **South Brunswick Township**. Upon arrival, please let the Station Officer know that you are there to make a payment at the Records window.

**HOURS FOR DROP OFF:** 8:30AM-4:30PM Mon-Fri (Except Holidays)  
South Brunswick Police Department  
540 Ridge Road  
Monmouth Junction, NJ 08852

Initial Firearms ID Card (Ammunition & Rifles) = **\$50.00**

Permit to Purchase a Handgun = **\$25.00 each**

Change of Address/Duplicate FID Card = No Charge

**If you have not heard from us after 60 Days from submission, please contact**  
[firearmsapplications@sbpdnj.net](mailto:firearmsapplications@sbpdnj.net) 732-329-4000 ext 7496 or 7481