



FARS Application Procedures

Step 1: Visit this website. You MUST enter the site as follows:

www.njportal.com/NJSP/Fars

Step 2: Use the ORI # **NJ0152300** for Plumsted Police Department

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 THE IDENTIGO FORM. PROVIDE THE POLICE DEPARTMENT THE FARS CONTRIBUTOR CASE # that begins NJ _____. The CONFIRMATION NUMBER WILL NOT BE USED 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 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 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.