

FARS Application Procedures for Applicant:

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

www.njportal.com/NJSP/fars

Step 2: Enter ORI# **NJ0191200**

You will not be able to complete the FARS application without the proper ORI#.

Step 3: Complete the online application using a smartphone, mobile device, laptop or desktop computer. When completing the application you will need the email addresses of 2 reputable references. References can be family members.

Step 4: After completing your online application, you **MUST** appear at the Hopatcong Police Department to **PAY** for your INITIAL FID Card and/or Pistol Purchase Permits. The application **WILL NOT** be processed until you have **PAID** for the FID Card/Pistol Permits. Non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4. In addition, you must produce a Birth Certificate with raised seal and/or a valid passport. Also, proper identification such as a valid New Jersey Driver's License, State of New Jersey Identification Card or a Current Firearms ID card are required.

Step 5:

- 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 permits. DO NOT respond to the Hopatcong Police Department until a station representative contacts you.**
- Please advise your references that the FARS system will email them the reference questions to be answered. They 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.