**TO ENSURE THE SAFETY OF THE PUBLIC AND OURS, THE FOLLOWING PROCEDURES HAVE BEEN PUT IN PLACE:**

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:** 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.

* 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.

**Step 4:** The following items of identification **are required**:

**Birth Certificate**

**Social Security Card**

**New Jersey Driver’s License or State of New Jersey Identification Card**

**Marriage license if applicable**

**Firearms ID card if applicable**

**United States Passport if applicable**

**Naturalization Documentation if applicable**

These documents will be sent via Email to dobrien@hopatcongpolice.org.

Your application request **WILL NOT** be processed until you have submitted the required documents via Email. Do not bring any documentation to the Hopatcong Police Department as they **WILL NOT BE ACCEPTED.**

**Step 5:**

* You will be receiving automated Email updates throughout this new process by the State Police. They will also email you when the process is complete.
* **If this is an application for an initial FID card, you will have to be fingerprinted. This is the new website for scheduling noncriminal justice fingerprint based criminal history background check appointments. Just go to:** [**HTTP://UENROLL.IDENTOGO.COM/**](http://UENROLL.IDENTOGO.COM/) **then click on IDENTOGO and then it will ask for a service code#. The service code# is 2F164B then you can proceed to fill out the rest of the application.**