



Robert Chinchar  
Chief of Police

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Firearms Unit  
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## Firearms Carry Permit Application Procedures

- Step 1:** Visit this website. You must enter the site address as follows:  
[www.njportal.com/NJSP/ConcealedCarry](http://www.njportal.com/NJSP/ConcealedCarry)
- Step 3:** Enter the South Hackensack Police Department ORI#: **NJ0025900**  
(You will not be able to complete the FARS online application without the proper ORI#)
- Step 4:** Complete the online application.
- Step 5:** Respond to the South Hackensack Police Department to pay for your Carry Permit Application. Non-refundable payment is required to be made prior to the completion of the background investigation. The fee is \$150.00 (made payable to the "Township of South Hackensack" via check) and is in addition to the fee assessed when submitting the application online.
- Step 5:** Upon completion of the application and fingerprinting you must then contact Detective Sergeant Justin Zanca #53 or Officer Christopher Kosciolk #61 to inform them that the above steps had been completed.

**Be advised that a failure to include your complete social security number on the application may significantly delay the automated background computer checks, which will delay the processing of your application. You MUST also enter your complete "Official Name". You cannot utilize simplified versions of your name, e.g. (Joe vs. Joseph).**

\*You will be receiving automated email updates throughout this new process.

\*Please advise your references that the online 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 expedite your background investigation.

\*The online application is applicant driven. **You are responsible to ensure that all information is accurately placed on the application.** Please ensure that you have entered the correct ORI# for the South Hackensack Police Department. Also, provide accurate telephone numbers and email addresses for you and your references.