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## Firearms Application Procedures

- Step 1:** Respond to the South Hackensack Police Department to pay for your initial FID card and/or Pistol Purchase Permits. Your 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 investigation as per NJAC 13:54-1.4. The fee is \$50.00 for your initial Firearms ID Card and \$25.00 per Handgun Purchase Permit.
- Step 2:** Visit this website. You must enter the site address as follows: [www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)
- 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. You may complete the application using a smartphone, mobile device, laptop, or desktop computer. When completing the application you will need the email addresses of 2 reputable references. Your references can be family members. Upon completion of the online application if you have never been fingerprinted before for firearms purposes you must make sure to print the generated IDENTOGO form and schedule an appointment to get fingerprinted. It is advised that you print the confirmation page and application at the end of the process. These will be used for reference in the event of an issue.
- Step 5:** Upon completion of the application and fingerprinting you must then contact Detective Sergeant Zanca #53 or Officer Kosciolek #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.

\*Once your application is complete, an Officer will contact you to retrieve your FID card and/or pistol purchase permit documents.

\*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 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.