

## **Lebanon Township Police Department Instructions for Firearms Applicants**

A recent change has been made on how to obtain all of the following New Jersey Firearms documents also known as FARS, please follow the directions listed below:

- Initial Firearms Purchase Identification Card
- Permit to purchase a handgun
- Lost or stolen Identification Card
- Mutilated Identification Card
- Change of Address on Identification Card
- Change of Sex on Identification Card
- Change of Name on Identification Card

**Step 1:** You must access the following website: [www.njportal.com/NJSP/FARS](http://www.njportal.com/NJSP/FARS)

**Step 2:** Enter the following ORI# **NJ0101900**. If successfully entered it should display Lebanon Township PD \*\*If an incorrect ORI number is entered on the form, you will NOT receive a firearms ID card or a permit to purchase a handgun. You will then have to re-apply using the correct ORI number and pay for the process again. A refund will NOT be issued.

**Step 3:** Complete the online application. You can complete the application by using a smartphone, laptop, and or desktop computer that has internet connection. When completing the application you will need the email address of two (2) reputable references.

**Step 4:** You must respond to the Lebanon Township Police Department, 530 W. Hill Rd. Glen Gardner, NJ ((Lebanon Township) to pay for your initial Firearms Identification Card (FID) or Pistol Purchase Permits. Please write FARS CONFIRMATION # on your check or money order. Your application will not be processed until

you have paid for the FID Card/Pistol Purchase Permits. Non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4

**Once your application request is completed:**

- You will receive an automated email updates throughout this process
- Once your application is complete, you will be contacted by the Lebanon Township Police Department to pickup your FID Card or Pistol Purchase Permits.
- 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 that has internet connection. Please advise them to complete the questions immediately to process your background investigation.
- The online 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.

**Fees:**

- Application fee: \$21.00
- Initial Firearms Identification Card: \$5.00
- Permit(s) to Purchase a Handgun: \$2.00 for each permit
- Change of Address, Change of Name, Lost or Stolen ID card: No Fee

Please remit (exact amount) payment with either cash or personal check only.

Questions? Call (908) 638-8516