

Information on the Firearms Application & Registration System (FARS)

To obtain the following New Jersey Firearms documents you must submit applications through the Firearms Application & Registration System (also known as FARS), by following 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

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 Road, Glen Gardner, NJ 08826 to pay for your initial Firearms Identification Card (FID) or Pistol Purchase Permits. Please write FARS CONFIRMATION # on your check or money order. (see fee schedule below). 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

NEW PROCESS AS OF APRIL 1, 2021.

Once your application request is completed:

- You will be receiving automated email updates throughout this process
- Once your application is complete, you will be notified by New Jersey State Police that your ELECTRONIC FIREARMS PURCHASER IDENTIFICATION CARD is available from Download E-FID to print. You will be giving a link.
- Please note that physical (paper) ID cards and permits will no longer be issued. Paper Pistol Purchase Permits are no longer issued by police departments, the permits are now electronic and licensed firearms dealers will process your permit via the FARS system.
- 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 (PAYABLE BY CASH OR CHECK TO LEBANON TOWNSHIP POLICE) -must be exact
- Permit(s) to Purchase a Handgun: \$2.00 for each permit (PAYABLE BY CASH OR CHECK TO LEBANON TOWNSHIP POLICE) - must be exact
- Change of Address, Change of Name, Lost or Stolen ID card: No Fee

If you have any questions regarding this process, please call Kathy Goracy, Police Office Manager. (908) 638-8516 x203.