

## **Information on the Firearms Application & Registration System (FARS)**

To obtain a NJ Firearms Purchaser Identification Card and/or Handgun Purchase Permit, you must submit the application through the Firearms Application & Registration System (FARS). The steps for completing your application are as follows:

**Step 1:** You will access the application through the following website:

[www.njportal.com/NJSP/FARS](http://www.njportal.com/NJSP/FARS). Select the “Online Firearms Application” button. Confirm you are a New Jersey resident.

**Step 2:** Enter the following ORI# **NJ0101900**. If successfully entered, it should display Lebanon Township PD.

- Prior to submitting your application to the Lebanon Township Police Department, please confirm you reside within the boundaries of Lebanon Township. Applicants with Lebanon, NJ mailing addresses should confirm where their property taxes are paid. Renters should confer with their landlord. Applicants should call the police department to confirm if they are unsure.
- 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. Your application will be withdrawn, and you will then have to re-apply using the correct ORI number and pay any processing fees again. A refund will NOT be issued.

**Step 3:** Complete the online application. If you have previously been fingerprinted for firearms purposes, you will need your SBI #, which is located on your existing Firearms Purchaser Identification Card. 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 addresses of two (2) reputable references.

**Step 4:** After submitting your application, you must respond to the Lebanon Township Police Department (530 West Hill Road, Glen Gardner, NJ 08826) to pay for your Firearm Purchaser Identification Card (FID) and/or Handgun Purchase Permits. **YOUR APPLICATION WILL NOT BE PROCESSED UNTIL YOU HAVE PAID FOR YOUR FIREARMS PURCHASER IDENTIFICATION CARD AND/OR HANDGUN 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 automated email updates throughout this process

- Once your application is approved, you will be notified through automated email via FARS. A link will be embedded within the email to claim and download your Firearm Purchase Identification Card and/or Handgun Purchase Permit.
- Please note that physical (paper) ID cards and permits will no longer be issued. Paper Handgun 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. Changes to reference contact information for previously submitted applications can be emailed to Detective Timothy Savage at [tsavage@lebtwp.net](mailto:tsavage@lebtwp.net).

**Fees:**

- Application fee: \$21.00 (Collected by online system and not police department)
- Initial Firearms Purchaser Identification Card: \$50.00 payable by cash or check made payable to “Lebanon Township”
- Permit(s) to Purchase a Handgun: \$25.00 for each permit, payable by cash or check made payable to “Lebanon Township”
- No fees for Change of Address, Change of Name, Lost or Stolen ID card.

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

\* The falsification of information on any of the applications for firearms permits is a violation of N.J.S. 2C:39-10c and is crime of the third degree. Any falsification may result in criminal charges against you.

**NJSP Firearms Forms:**

<https://nj.gov/njsp/firearms/forms.shtml>

**NJSP Firearms FAQs:**

<https://nj.gov/njsp/firearms/firearms-faqs.shtml>