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NORTHFIELD POLICE DEPARTMENT

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Effective April 1, 2019, the New Jersey State Police will be launching the new Firearms Application and Registration System (FARS). The Northfield Police Department will be utilizing this system for all initial firearms identification card applications, replacement of lost or stolen firearms identification cards, and requests for pistol purchase permits. The procedures for FARS will be as follows:

1. Go to the FARS portal at <https://www.njportal.com/NJSP/Fars> (Please note that the FARS portal is not administered by the Northfield Police Department)
2. The first section of the online application you will be required to enter in the ORI number for the Northfield Police Department, which is **NJ0011800**. You must enter this number correctly or your application will not be processed.
3. Complete the online application using any internet connected device such as a desktop, laptop, tablet, or smart phone. When completing the online application, you will need to submit the email addresses of two (2) reputable references. Print and save a copy of the application and confirmation page. You will need a paper copy of this for a later step.
4. You then must appear in person at the Northfield Police Department to pay the application fee. The cost of an initial firearms identification card (FID) is \$5.00 and the pistol purchase permits are \$2.00 each. There is no fee for lost, stolen, or duplicate cards. You must pay by check or money order made payable to the Northfield Police Department. No other forms of payment will be accepted. The non-refundable payment must be made prior to the completion of the background as per NJAC 13:54-1.4.

You will receive automated email updates throughout this new process. Once your background investigation is complete, a representative from the Northfield Police Department will contact you to receive your FID card and/or permit documents.

Please advise your references that the FARS portal will email them the questions to be answered. Your references can complete the questions using any internet connected device such as a desktop, laptop, tablet, or smart phone. Please advise them to complete the questions immediately to progress your background investigation.

The online application process is **APPLICANT DRIVEN**. Please ensure that you have entered the best phone numbers and email address for yourself and your references.

We are not responsible for any money orders lost by the State or Federal government, and any fees are non-refundable.