



## **Online Application System (FARS)**

### **Instructions for obtaining a Firearms ID card or Permit to Purchase a Handgun**

1. Complete your application on-line at <https://njportal.com/NJSP/FARS>. You as the applicant will need to enter the following department ORI#- [NJ0181500](#). If successfully entered it should display Peapack And Gladstone PD. Please ensure you are selecting the department which covers your residence. If you are unsure, please contact this department.

\*\*If an incorrect ORI number is entered on the application, it will be sent to the incorrect agency which will enable you from retrieving any firearms documentation. This will only be rectified by reapplying with our department and submitting our departments ORI#. No refunds will be given.

2. Initial first-time applicants must be fingerprinted. The required fingerprint form with instructions will be provided while completing your application online. This form will need to be printed and submitted to Identico (Morpho Trust) who will conduct your fingerprint process. You as the applicant will need to schedule your fingerprint appointment and pay the fingerprint payment which is listed on the form. The results of your fingerprint background will be sent to this department.
3. If you have previously applied with this department or already possess a NJ Firearms Identification card through another agency and currently reside in our jurisdiction, your Firearms ID card number (SBI#) will be needed to complete your application. The SBI# is located at the bottom left hand corner of your Firearms ID card. If you are unable to provide an SBI#, you will need to contact either this department or the NJSP Firearms unit to obtain said number.
4. As of October 1, 2020, Permit to Purchase handguns will now be accessible online, (E-Permits). Applicants no longer need to pick up paper permits from the Peapack And

Gladstone Police Department. Firearms ID Cards will still need to be picked up in person at the Police Department.

Fees for permits and Initial Firearms ID Cards still must be paid to the Department.

**Initial Firearms Identification Card: \$5.00**

**Permit(s) to Purchase a Handgun: \$2.00 per permit**

**Change of Address, Change of Name, Lost/Stolen/Mutilated card: No fee**

Once you receive an email stating your permits are available online, you will then be allowed to approach any Firearms Licensing Dealers (FFL) to begin the process of purchasing a handgun. Firearms dealers will access your E-permit via the NJ FARS system and complete the permit transaction online.

\*\* A representative from the police department will contact you when the background process is complete or if any issues arise with your application. **Please refrain from contacting this department inquiring any updates on your application.**

\*\* This application process is applicant driven. Please ensure all responses are filled out correctly (Name, DOB, phone number, email, etc). Also ensure you provide the correct contact information for your references specifically email addresses.

\*\* A Firearms ID card does not expire though it must be replaced if the applicant changes his/her address, name or the ID card is lost/stolen or mutilated. An applicant's previous FID card will need to be provided to this department upon receiving a new FID card. Permit(s) to Purchase a Handgun are valid for 180 days from the date of issue.

\*\* Either a personal check or money order (payable to: Borough of Peapack and Gladstone) is needed. Cash or Credit Card will not be accepted. Payments can be submitted at the time you retrieve your firearms documents. The fees for all firearms documentation are as follows:

Application Fee: \$21.00

\*\* The falsification of any information provided on any firearms application is a violation of N.J.S. 2C:39-10c which is a third-degree crime and can result in criminal charges against you.

Any inquiries on the application process or background investigations may be directed to Detective Caruso or the Administrative Assistant, Nancy Arbelo.