



ROBBINSVILLE TOWNSHIP POLICE DEPARTMENT

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Robbinsville, New Jersey 08691
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Firearms Investigations Unit

ORI Number: NJ0111200

The New Jersey State Police, Firearms Unit, has announced the statewide activation of the Firearms Application and Registration System (FARS).

The activation of FARS will allow firearms applications to be created and submitted online, using the following website:

<https://njportal.com/NJSP/FARS>

(ORI Number: NJ0111200)

Please note that this system is taking the place of the current application system and no paper application is required. Applicants who have resided outside of the State of New Jersey, within a ten (10) year period will still be required to complete the Consent for Mental Health Records form in person at the Robbinsville Township Police Department and remit payment upon completion of the background investigation and distribution of permits.

We look forward to a seamless transition and will make every effort to provide our citizens with any assistance and information that you may need.

FARS Application Procedures for Applicants:

Step 1: Visit the following website, you must enter the site address as follows:

<https://njportal.com/NJSP/FARS>

Step 2: Robbinsville Township Police Department ORI Number is NJ0111200. You will not be able to complete the FARS online application without the proper ORI number.

Step 3: Complete the online application. You may complete the application using a smartphone, mobile device, laptop, or desktop computer. When completing the application you will need the e-mail address of two (2) reputable references. Your references can be family members.

Step 4: You must appear at Robbinsville Police Headquarters to pay for your initial Firearms Identification Card and/or Permit to Purchase a Handgun. Your application will not be processed until you have paid for the Firearms Identification Card and/or Permit to Purchase a Handgun. Non-refundable payment is required to be made prior to the completion of the background, as per NJAC 13:54-1.4. Payment can be made in the form of check, cash, or money order. Applicant must write the FARS confirmation number on the check or money order.

- Initial Firearms Identification Card, \$5.00
- Permit to Purchase a Handgun, \$2.00/each

Applicants will be receiving automated e-mail updates throughout this new process.

Once your application is complete, a station representative will contact you to retrieve your Firearms Identification Card and/or Permit to Purchase a Handgun.

Please advise your references that the FARS system will e-mail them the reference questions to be answered. Your references can complete the questions using a smartphone, mobile device, laptop, or desktop computer. Please advise them to complete the questions immediately to process your background investigation.

The on-line application is applicant driven. Please ensure that you have entered the best phone number for yourself and references as well as the best e-mail address for yourself and your references.

Application tips:

- If the applicant makes a mistake while applying, they simply can RE-APPLY. The applicant should understand that all application fees are non-refundable and non-transferable. The applicant **MUST** utilize the correct ORI for the correct Police Department.
- FARS is taking the place of the STS 033 form. Applicants can apply for all the same options as the paper application form with the exception of Permits to Carry.
- Although paper applications are still available, **All Police Departments and Applicants** are urged to phase out the paper process for the electronic FARS system. This system has been mandated by the Governor's Office to expedite the process and provide accountability for the length of time an application may take to process.
- Permits to Carry are not able to be applied for utilizing FARS currently. Future phases of FARS will accept Permit to Carry Applications. The paper application still applies to Permits to Carry.

- The applicant **MUST** enter their “**Official Name**”. They cannot utilize simplified versions of their names (Joe vs. Joseph).
- Applicants must enter accurate phone numbers and emails for themselves and their references. If in the event that an applicant needs to supply a third reference, a paper copy of the additional reference information should be scanned into the application and updated in the notes section.
- **Family members can be references.**
- After the applicant enters all required information, a **REVIEW PAGE** appears where the applicant can edit all information entered into the application prior to **final submission**.
- An INITIAL APPLICANT will be able to **PRINT OUT** their **FINGERPRINT FORM** at the end of the application, and are directed to do so.
- The applicant is also directed to print both the confirmation page and application at the end of the process. This is for quick reference in the event of an issue.
- No payment is taken from initial applicants by FARS. Only 212A applicants will pay at the end of their online application process. Initial applicants are instructed to bring payment to the police department upon applying.
- Police Departments **must** receive the applicant fees for the FID cards and Pistol Purchase Permits at the time of the application, **NOT** when picking up their issued paperwork as per NJ admin code N.J.A.C. 13:54.