

New Jersey Firearms Online Application Process

FARS Application Procedures for Applicants

Effective Monday February 18th, 2019

Step 1: Visit this website. You **MUST** enter the site address as follows:

www.njportal.com/NJSP/fars

Step 2: The Middletown Township Police Department ORI number is

NJ0133100

You WILL NOT be able to complete the FARS online Application WITHOUT THE PROPER ORI#.

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 email addresses of two (2) reputable references. Your references can be family members.

Step 4: You **MUST** appear at the Middletown Township Police Department Records Bureau to pay for your INITIAL FID Card and/or Pistol Purchase Permits. Your application WILL NOT be processed until you have PAID for the FID Card/Pistol Permits. The Non-refundable payment is required to be made prior to the completion of the background as per **N.J.A.C. 13:54-1.4**.

Fees: FAID Card - \$5.00 / Pistol Purchase Permits - \$2.00 for each permit.

Check or money order should be payable to "Township of Middletown" for the total amount due. Place the FARS confirmation number on your check. (ex. FARS Con #89000000)

Hours: The Records Bureau is located in the lower level of Police Headquarters at 1 Kings Highway, Middletown. It is open Monday to Friday from 8:30 am to 4:30 pm. Bureau Phone Number is 732-615-2060.

You will be receiving automated email updates throughout this new process. The NJSP FAQ's can be located at <https://www.njportal.com/NJSP/Fars/home/Faq> . Please review these before calling for information.

- Once your application is completed and approved, a records bureau representative will contact you to pick up your FID card and/or pistol purchase permit documents. Please have your valid identification with you. Your card/permit(s) may not be released to another person.
- 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. Please advise them to complete the questions immediately to progress your background investigation.

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- The on line 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.
- If you have been previously fingerprinted for FIREARMS (applying for lost/stolen/damaged card, address change, additional pistol permits) you will be prompted to apply for the name check (SB 212A) during the process. DO NOT apply for the 212A first or you will be charged twice.
- If you are applying for the first time or are applying for a gender change you will need to be fingerprinted. You will be prompted to print the Ident2Go form to arrange for fingerprinting.

Please keep copies of any documents you provide to the police department for your application. These documents are uploaded to the FARS system and the local department will no longer maintain the physical copies. All uploads are automatically purged from the system after seven (7) years. (i.e. name change records, expungement orders, background information, etc.)

NOTE FOR POSITIVE MENTAL HEALTH RECORDS CHECKS

Firearms Applicants with a mental health record may need to obtain an ***EXPUNGEMENT WITH RELIEF FROM DISABILITIES*** in order to pass the ***Federal NICS*** check at gun dealerships. This is beyond any letter from a New Jersey Licensed physician or psychiatrist stating you are “capable of safely owning, possessing, and handling firearms due to a prior/current disability, medication, or mental health treatment” provided during the background investigation if required.

The Middletown Police Department WILL NOT know if the mental health record requires this type of expungement. We will direct the applicant to **GO IN PERSON** to the County Adjuster's Office maintaining the record hit. The process checks all 21 counties in NJ.

Applicants must be given the number to the New Jersey Administrative Office of the Courts.

609-815-2900 ext 54900

This expungement process is extensive and will delay their application. A VOLUNTARY WITHDRAWAL from the process may be recommended due to the significant gap between all record checks (>90 days). An applicant can re-apply without delay once the mental health record is properly expunged. Obtaining a DOCTOR'S NOTE will allow the applicant to complete the background as per NJ 2C:58-3.

Without the proper expungement, the applicant can be denied at gun dealers regardless if they were issued FID cards or Pistol Purchase Permits.