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**BOROUGH of SPOTSWOOD**

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### **Firearm Applicant Procedures**

Be Advised the Spotswood Police Department is now accepting Applications for Firearms Identification Cards and or Handgun Purchasers Permits online for both Borough of Spotswood and Borough of Helmetta residents.

**Please contact Spotswood Police Records with any questions at (732) 416-1840.**

#### **Step 1**

Visit this website. You must enter the site address as follows: [www.njportal.com/njsp/fars](http://www.njportal.com/njsp/fars)

#### **Step 2**

You **MUST** enter the correct ORI Number. **NJ0122400**

You will not be able to complete the FARS online application without the correct ORI number. If an incorrect ORI number is entered on the form, you will NOT receive a Firearms ID card or a permit to purchase. You will then have to re-apply using the correct ORI number and pay for the process again. **A refund cannot be issued.**

Please be advised that Helmetta residents must also use the above listed ORI number when applying.

#### **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 address of two (2) reputable references. Your references can be family members.

Please advise your references that the FARS System will email them the reference questions to be answered. Your reference 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.

Please ensure that you have entered the best phone number for yourself and reference as well as the best email address for yourself and references.

While entering your Social Security Number is not required, it will help with the Application Process.

A non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4. Please print out the confirmation page and maintain it for your records.

If you have never been fingerprinted before for firearms purposes, you will need to go for fingerprinting with the Universal Fingerprint Form that will be generated after successful submission of this application. However, if you have been fingerprinted before for firearm purposes, upon completion of this form and payment, you would have completed both S.T.S 033 and 212A requirements.

#### **Step 4**

Once your application is complete, Spotswood Police Records will contact you to retrieve your FID Card and/or Pistol Purchase Permit documents. Please have valid photo identification at the time you come to pick up your FID & Pistol Permits.

**Payment can be in the form of Check or Cash. If paying by cash you must submit the exact dollar amount. Checks are to be made payable to the Spotswood Police Department.**

Fees are \$5.00 for the initial Firearms Identification Card (FID) and \$2.00 for each Pistol Purchase Permit. There is no fee for duplicate or replacement FID Cards.