Initial Firearms ID Card Applicants:

- Visit this website: [www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars) and complete the Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit. This can be completed using a smartphone, mobile device, laptop, or desktop computer.
- You will need the Pennington Borough Police Department ORI Number which is [NJ0110800](http://NJ0110800). You will not be able to complete the application without the correct ORI number.
- You will need information for two reputable references, including a good e-mail address for each reference. The FARS system will e-mail your references the questions that must be answered for successful completion of the application process. Your references can complete these questions using a smartphone, mobile device, laptop, or desktop computer. Please advise your references to complete the questions immediately upon receipt so that the process may progress. Note: references can be family members.
- Please thoroughly review all of the information you entered in the “Review” tab. If the information provided in the other tabs is incorrect, your application may not be processed and you will have to submit another application.
- You will need to be fingerprinted. After completing the “Review” tab, follow the prompts and print out the Universal Fingerprinting form which will be generated by the online system.
- Please Print the Application and Confirmation Page at the end of the online application submission. Keep these documents until process is complete.
- Note: The FARS system is applicant driven. Please ensure that you have entered the best phone numbers and e-mail addresses for yourself and references.
- You will need to complete the Consent for Mental Health Records Search Form (SP 066). You can find the form at this link [Form 66 Consent for Mental Health Records Search](http://Form 66 Consent for Mental Health Records Search). Complete the form and print it out, as it will need to be hand delivered to the Pennington Police Department.
- Appear at headquarters to provide payment for the application in person, as well as the completed Consent for Mental Health Records Search form. (Mon-Fri 9A-4P). Non-refundable payment is required prior to the completion of the background investigation, as per NJAC 13:54-1.4. The fee for an initial Firearms ID Card is $5.00 and the fee for each Handgun Purchaser Permit is $2.00 per permit. Payment is available via check or cash. Please bring valid proof of residence at the time of payment (i.e. NJ Driver’s License).
Once the online application is submitted, you will receive automated e-mail's as the background process moves along. At completion, you will receive an e-mail advising that your application has been "Approved". Please do not come to police headquarters until you receive a phone call advising that your Firearms ID Card or Handgun Purchaser Permits are ready for pick up.

Returning Applicants (i.e. Those with current / valid Firearms ID Cards, Change of Address, Replace Lost / Stolen ID Card, Change of Name, Change of Sex, Handgun Purchaser Permits)

- Visit this website: [http://www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars) and complete the Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit. Upon completion of the online application, you would have completed what was the S.T.S. 33 and 212A forms. This can be completed using a smartphone, mobile device, laptop, or desktop computer.
- You will need the Pennington Borough Police Department ORI Number which is NJ0110800. You will not be able to complete the application without the correct ORI number.
- You will need information for two reputable references, including a good e-mail address for each reference. The FARS system will e-mail your references the questions that must be answered for successful completion of the application process. Your references can complete these questions using a smartphone, mobile device, laptop, or desktop computer. Please advise your references to complete the questions immediately upon receipt so that the process may progress. Note: references can be family members.
- Please thoroughly review all of the information you entered in the "Review" tab. If the information provided in the other tabs is incorrect, your application may not be processed and you will have to submit another application.
- You do NOT need to be fingerprinted.
- Please print the Application and Confirmation Page at the end of the online application submission. Keep these documents until process is complete.
- Note: The FARS system is applicant driven. Please ensure that you have entered the best phone numbers and e-mail addresses for yourself and references.
- You will need to complete the Consent for Mental Health Records Search Form (SP 066). You can find the form at this link [Form 66 Consent for Mental Health Records Search](http://www.njportal.com/NJSP/fars). Complete the form and print it out, as it will need to be hand delivered to PBPD.
- Appear at headquarters to provide payment for the application in person, as well as the completed Consent for Mental Health Records Search form. (Mon-Fri 9A-4P). Non-refundable payment is required prior to the completion of the background investigation, as per NJAC 13:54-1.4. The fee for an initial Firearms ID Card is $5.00 and the fee for each Handgun Purchaser Permit is $2.00 per permit. Payment is available via check or cash. Please bring valid proof of residence at the time of payment (i.e. NJ Driver's License).
- Once the online application is submitted, you will receive automated e-mails as the background process moves along. At completion, you will receive an e-mail advising that your application has been "Approved". Please do not come to police headquarters until you receive a phone call advising that your Firearms ID Card or Handgun Purchaser Permits are ready for pickup.

Providing Personalized Police Service