

THOMAS COX  
DEPUTY CHIEF OF POLICE



500 MADISON STREET  
P.O. BOX 271  
CARLSTADT, NEW JERSEY 07072  
201-438-4300 FAX: 201-939-4522

DEPARTMENT OF  
**POLICE**  
BOROUGH OF CARLSTADT  

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BERGEN COUNTY, NEW JERSEY

## NOTICE OF INSTRUCTIONS FOR FIREARMS PURCHASE IDENTIFICATION & PURCHASE PERMITS

**Effective February 18, 2019**, all applications for the issuance of a Firearms Purchaser Identification Card and Pistol Purchase Permits must be submitted via the NJ State Police Firearms Application & Registration System (FARS). This includes applications for duplicate Firearms Purchaser Identification Card due to loss, destruction or change of address situations.

### **\*\*\* PLEASE READ THIS PAGE IN ITS ENTIRETY PRIOR TO BEGINNING YOUR ONLINE APPLICATION PROCESS \*\*\***

1. The NJSP FARS portal can be accessed at <https://www.njportal.com/NJSP/Fars/Home>.
2. Read all information contained within the section entitled **Service Information** for important information related to your application process.
3. Click the **Online S.T.S 033 Form** button to begin your application process.
4. Please insert ORI Number **NJ0020500** when prompted.
5. Complete all required fields and submit your application. You will be given a FARS confirmation number. Please keep this number for future reference if needed.
6. Once your application has been submitted, you will receive a confirmation email from the CPD detective assigned to your application.
7. If required, you will be able to schedule Fingerprinting services during your online application process. Alternatively, you can schedule an appointment for fingerprinting services via <https://nj.ibtfingerprint.com>. The form necessary for scheduling your fingerprint appointment can be downloaded from the FARS portal during your application process.
8. All applicants must produce proper identification that contains your photograph and capable of verifying your identity and date of birth upon request by the investigating detective.
9. The investigating detective will advise you if any additional information is required from you if you have resided out of state (NJ) anytime within the past 10 years.
10. Please submit any questions you may have to the detective assigned to your application via email only.



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