



Penns Grove Police Department

1 State Street, Penns Grove N.J. 08069, 856-299-0056

Richard Rivera
Police Director
Office 856-299-0098 ext. 104

Lt. Robert Frett
Officer In Charge
Office: 856-299-7003

FIREARMS APPLICATIONS

Effective immediately, the Penns Grove Police Department will be accepting all firearms applications electronically via the New Jersey State Police Firearms Application & Registration System known as FARS. Please read this information for assistance with processing your application. The system is used to apply for the following:

Firearms Purchaser Identification Card (\$5.00 fee)

- Must be 18 years old
- Allows purchase of unrestricted number of long guns (rifles, shotguns, etc.)
- No expiration

Permit to Purchase a Handgun (currently \$2.00 fee for each permit)

- Must be 21 years old
- Allows purchase of (1) handgun per permit. Only (1) handgun may be purchased during 30 day period unless a multiple handgun exemption is applied for
- Each permit expires 90 days after date of issue, may be extended for an additional 90 days

Replacement for lost/stolen Firearms Purchaser Identification Card

Replacement for mutilated Firearms Purchaser Identification Card

Change of address, sex, or name on Firearms Purchaser Identification Card



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TO ACCESS "FARS" AND APPLY FOR ANY OF THE ABOVE

Step 1: Visit the New Jersey State Police FARS website: www.njportal.com/NJSP/fars

Step 2: Enter the ORI (originating agency identifier) number for Penns Grove Police Department, NJ0170800. Failure to enter the correct ORI# will result in a denied application. The ORI# should reflect the agency where you reside and pay taxes, not postal code. The ORI # for **Penns Grove Police Department:**

NJ0170800

Step 3: Complete the online application for the option that you wish to apply for. If you complete the application using a smartphone, mobile device, laptop, or desk computer, you will **NEED TO BE ABLE TO PRINT THE IDENTIGO FINGERPRINT FORM.**

Step 4: When completing the application, you will need the email addresses of 2 reputable people. Your references can be family members.

Step 5: You **MUST** appear at the Penns Grove Police Department to pay for your **INITIAL Firearms Identification Card and/ or Pistol Purchase Permits immediately upon applying. Your application WILL NOT be processed until you have PAID for the FID Card/ Pistol Permits.** Non-refundable payment is required to be made at the time of application as per NJAC 13:54-1.4

If **APPROVED** you will receive your Firearms Identification Card and/ or handgun permits electronically to the email supplied in your application.

If **DENIED** you will notified by mail with denial reason along with contact information for the Superior Court of Salem County. If denied and you wish to have a hearing regarding the decision, it must be made in writing to the Superior Court of Salem County within 30 days of the denial.



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******TIPS******

- * The online application is APPLICANT DRIVEN, so be sure to provide accurate personal identifiers, telephone numbers, and email addresses.
- * You will be receiving automated email updates throughout this new process
- * If an INITIAL applicant applied for an FID card and forgot to apply for pistol purchase permits, the applicant must re-apply for the pistol purchase permits AFTER their initial application is processed and approved
- * Please advise your references that the FARS system will email the reference questions to be answered. Please advise them to complete the questions immediately to progress your background investigation.
- * All first-time applicants must be fingerprinted by the NJSP designated contractor. Information regarding fingerprints is included in the automated confirmation email sent to you by the system after submitting your application
- * If you are required to be fingerprinted, you must do so within 90 days of submitting your application. Failure to do so will result in your application being purged, and you will have to begin the process over.
- * If you have already been fingerprinted for firearms purposes in New Jersey, you will need to include your State Bureau of Identification (SBI) number in the application process. Your SBI number is six numbers and one letter (example 123456A) and can be found next to "NUMBER" on your NJ Firearms Purchaser Identification Card.
- * If your references did not receive an email and/or their email was incorrect on the application, it can be updated by emailing Ptl. Acevedo [@cacevedo@pennsgrove-nj.org](mailto:cacevedo@pennsgrove-nj.org)
- * no information can be changed on the application after it is submitted expect reference emails. Please take your time and double check all information is correct prior to submitting initial application.
- * The address on your license must match your residential address. The online address change via the DMV is not sufficient, your physical license must reflect your current address.

Any questions regarding FARS please email: