

WILLINGBORO POLICE DEPARTMENT

MUNICIPAL COMPLEX

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FIREARMS APPLICATION PROCESS

**Please read these instructions completely
BEFORE starting the application process.**

The new Firearms Application and Registration System (FARS) application is **APPLICANT DRIVEN**. If an applicant makes a mistake while applying, the applicant simply can RE-APPLY, however, the applicant should understand that all application fees are **non-refundable and non-transferable**. The applicant **MUST** utilize the correct ORI number (NJ0031700) for the Willingboro Police Department.

Step 1: To apply online, visit the following website: <https://www.njportal.com/NJSP/fars>. The applicant **MUST** enter their “**Official Name**”. They cannot utilize simplified versions of their names (Example: Joe vs. Joseph).

Step 2: When you log on, you must enter the Willingboro Police Department’s ORI #: **NJ0031700**. Applicants using this ORI # **MUST** live in Willingboro Township.

Step 3: Complete the online application. You may complete the application using a smart phone, mobile device, laptop, or desktop computer. Be sure to check all relevant boxes for the items you are applying for. When deciding how many permits you would like to get, remember the following:

- ONE permit is required for each handgun you wish to purchase (each permit is \$2.00)
- You can purchase one (1) handgun in a 30-day period
- Permits are valid for 90 days, but can be renewed for additional 90 days for a total of 180 days.
- If you decide you want another handgun permit and you did not get more than one initially, you will need to apply again

Step 4: Upon completing your online application, you will need to do the following:

1. The applicant shall submit payment at the Willingboro Police Department for their permits and, if applicable, the Firearms ID card. For fees and instructions concerning

payment, see details below. **Applications will NOT be processed until all applicable fees are paid.**

2. Applicants **MUST** come in to the Willingboro Police Department between the hours of 9:00 AM and 5:00 PM to make payment. Please come to the Director of Public Safety's Office for instructions on how to make payment.
3. If applying for your Initial Firearms ID Card, you will need to schedule an appointment with IDENTIGO by following the directions on the fingerprint form you printed out during your application process. You must be fingerprinted within 90 days of applying or the system will automatically purge your application.

Step 5: You will receive an automated email when the police department completes the required checks on your application. Please note that this does **not** signify that your permits or ID card are typed and signed. You will be contacted by a representative of the police department when your permits and relevant paperwork are ready for pick-up.

Application Guidelines

- You will be receiving automated email updates throughout the online process.
- 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.
- The online application is applicant driven. Please ensure that you have entered the best phone number and email addresses for yourself and your references.
- Family members can be references.
- After the applicant enters all required information, a review page appears where the applicant can edit all information entered into the application prior to final submission.
- An INITIAL APPLICANT will be able to print out their fingerprint form at the end of the application, and are directed to do so.
- The applicant should also print both the confirmation page and application at the end of the process. This is for quick reference in the event of an issue.
- For additional firearms regulations and procedural information please visit the New Jersey State Police website: <http://www.njsp.org/about/firearms.html>.

Firearms Fee Schedule

- Applications for Firearms Purchaser Identification Card (STS-033): Cash (exact change) or Check/Money Order payable to "Willingboro Township" in the amount of **\$5.00**.
- Applications to Purchase a Handgun (STS-033): Cash (exact change) or Check/Money Order payable to the "Willingboro Township" in the amount of **\$2.00 per** handgun permit.
- Application for a Duplicate Firearms Purchaser Identification Card (STS-033): There is **NO** fee.