



**Haddon Heights Police Department  
Firearms Investigation Unit**

## **Firearms Application Procedures**

**As of February 18<sup>th</sup>, 2019..... New procedures have been set in place by the NJSP for processing applications for Firearms ID cards and/or Permits to Purchase Firearms.**

**Applicants:**

**Call to set up a meeting with the Firearms Investigation Unit of the Haddon Heights Police Department. They will go over the new procedures with you and give you the ORI # required to fill out the FARS application online. Please contact us at the following numbers:**

**Ptl. Whitman @           856-547-0614 ext. 19.  
Sgt. Garemore @       856-547-0614 ext. 17.  
Ptl. Hunt @               856-547-0614 ext. 27.**

**After you have done so, the following page of this packet discusses the detailed procedures of the application process.**



## FARS Application Procedures for Applicants:

### **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:**

Enter the ORI # for Haddon Heights Police Department:

**NJ0041800**

(You WILL NOT be able to complete the FARS online application WITHOUT THE PROPER ORI#)

### **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 addresses of 2 reputable references. Your references can be family members.

### **Step 4:**

You **MUST** appear at your Police Department to PAY for your INITIAL FID Card and/or Pistol Purchase Permits. Your application **WILL NOT** be processed until you have PAID for the FID Card/Pistol Permits. Non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4.

\*You will be receiving automated email updates throughout this new process.

\*Once your application is complete, a station representative will contact you to retrieve your FID Card and/or Pistol purchase permit documents.

\*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 on-line application is applicant driven. Please ensure that you have entered the best phone numbers for yourself and references as well as the best email addresses for yourself and references.