



**Haddon Heights Police Department
Firearms Investigation Unit**

Firearms Application Procedures

Applicants:

To apply for your initial Firearms ID card and / or a Permit to Purchase a Handgun, the procedures on page 2 need to be taken:

If for any reason you have questions prior to or during applying please email the Firearms Investigation Unit at:

firearms@haddonhtspolice.com

After we receive your email we will contact you as soon as possible.

FARS Application Procedures for Applicants:

Step 1:

Visit this website. You must enter the site address as follows: (it can also be accessed through the NJSP website).

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. (Print out your completed application for your records and for possible use by the Firearms Unit.) (Initial FID card applicants need to print out their INDENTOGO form as well for your fingerprints to be completed).

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. (Please contact one of the officers from the Firearms Investigation Unit to make payment. Others will not be able to accept your payment).

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

*Once your application is complete, a station representative will contact you and inform you how to retrieve your FID Card and/or Pistol purchase permit documents. (This currently will be e-mailed to you).

*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.