

ROXBURY TOWNSHIP POLICE DEPARTMENT

INSTRUCTIONS FOR FIREARMS APPLICANTS

****As of February 18, 2019, the electronic F.A.R.S. (firearms application and registration system) has been mandated by the State Governor's office to expedite the procedure and provide accountability for the length of time an application may take to process. The paper STS 033 form will no longer be accepted****

Application for Initial Firearms Purchaser ID Card (and permit to purchase a handgun if desired):

- 1) The process can now be completed at <https://njportal.com/NJSP/FARS>.
- 2) **The ORI number for Roxbury residents is NJ0143600.**
- 3) Enter your official name only; no simplified versions are permitted (ex. Joseph vs. Joe).
- 4) Applicants must enter accurate phone numbers and emails for themselves and their references. (Please note that typically, the most common reason for a delay in receiving your permits is that the references do not respond in a timely manner. Give thought to who you choose, and double check their email address as this will be the method in which they are contacted.)
- 5) After all required information is entered, a review page appears where the applicant can make any necessary corrections prior to final submission. Please note that no information will be saved prior to submission.
- 6) At the end of the process, you must print the following **three** documents:
 - The application
 - Confirmation page
 - Fingerprint form (*****most important**)
- 7) Bring copies of the application and confirmation page to Karen at Roxbury Police Records. Initial applicants must also provide a copy of their birth certificate and a bill or mailed statement which includes their home address. At that time you must submit cash payment, or a check made payable to the Roxbury Township Police Department for the following fees: \$5 for a firearms ID card and \$2 per handgun permit.
- 8) Fingerprint form - We can start processing your application only after successful submission of fingerprints. Fingerprint appointments can be scheduled with IdentoGo at: <https://nj.ibtfingerprint.com/> (you will need your printed fingerprint form in order to schedule an appointment) . Your application will be closed if fingerprint results are not received within 90 days from application submission.
- 9) You will receive automatic email updates as your application status changes, and you will be contacted when your permits are ready to be picked up at headquarters.

If you have any questions during the process, please call Karen at (973) 448-2040, Mon-Fri 9a-4p.

Application for replacement/change of address FID card OR subsequent handgun permits:

***All applicants in this category must have been previously fingerprinted, and already possess a NJ firearms ID card with an assigned SBI number. You will need to enter your SBI number during the application process.

If you do not have an SBI number, you must apply as an initial applicant.***

- 1) Go to <https://njportal.com/NJSP/FARS> and enter the ORI number **NJ0143600** to continue.
- 2) You will then be prompted to enter your **SBI number**.
- 3) The remainder of the process is the same as an initial applicant with the following exceptions:
 - After your application is submitted, you are **not** required to schedule fingerprinting. Instead, you will be forwarded to the Criminal History Record Request online form 212A (<https://www.njportal.com/njsp/criminalrecords>). The online 212A process has not changed with the implementation of F.A.R.S.
 - Once you have entered all required information on the 212A you will be able to pay for the background check by credit card. Please print your confirmation. For problems or questions regarding the 212A procedure, please contact SBI at (609) 882-2000 x2918.
- 4) Bring copies of the F.A.R.S. application and confirmation page to Karen at Roxbury Police Records. At that time you must submit cash payment, or a check made payable to Roxbury Township Police Department for the following fees: \$5 for a firearms ID card and \$2 per handgun permit.
- 5) You will receive automatic email updates as your application status changes, and you will be contacted when your permits are ready to be picked up at headquarters.

Applications for permit to carry a handgun are not accepted through F.A.R.S. at this time. Please continue to use the previous forms and procedure.

If you have any questions during the process, please call Karen at (973) 448-2040, Mon-Fri 9a-4p.