



**POLICE DEPARTMENT**  
PALISADES PARK, NEW JERSEY 07650  
WWW.PPPDNJ.ORG

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CHIEF OF POLICE

**HEADQUARTERS**  
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# FIREARMS APPLICATION INSTRUCTIONS

(FOR PALISADES PARK RESIDENTS)

- **THE FIREARMS APPLICATION PROCESS IS NOW ELECTRONIC. PLEASE FOLLOW THE BELOW INSTRUCTIONS FOR THE FIREARMS REPORTING SYSTEM (AKA F.A.R.S.)**
  - The **FARS System** is used to apply for *Firearms ID Cards* (initial and replacement), *Permit(s) to Purchase*, and changes to an existing ID Card (name, address, or sex).
  - *This entire process is applicant driven. Please be sure that all the information that you enter into the application is correct. Specifically phone numbers, addresses, and the ORI (NJ0024500).*
  - You will receive automated emails from the FARS system throughout the process.
  - When deciding on how many permits that you would like please take the following into consideration:
    - One permit is needed for each handgun you wish to purchase (\$25 each).
    - You can only purchase 1 handgun every 30 days.
    - Permits are only good for 90 days (Permits not executed in 90 days will automatically be extended for 90 days)
  - After the process is over and you need an additional permit, you **MUST** complete the entire process again. Applications cannot be modified to add additional permits.
  - **FINGERPRINTING:**
    - a) **FIRST TIME APPLICANTS** must be physically fingerprinted and will be prompted to print the **IdentoGO** form during the FARS Process to schedule fingerprinting.
    - b) **EXISTING APPLICANTS** shall have their fingerprints processed @ <https://www.njportal.com/njsp/criminalrecords/>
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- **STEP 1:** Go to the website <https://njportal.com/NJSP/fars> if the link does not work please copy and paste it into a new browser window. Click on the orange button that says “Online S.T.S 033 Form”.
  - **STEP 2:** Enter the ORI for the Palisades Park Police Department **NJ0024500** then click “Continue” and complete the entire application process for each of the tabs.
    - Please advise the references that you list in the FARS system that they will be emailed automatically with a questionnaire to complete. These questions can be completed via any internet connected device.
    - Please print a copy of all documents for your records.
  - **STEP 3:** Once you have completed the application in the online portal it will be reviewed by an investigating officer and you will be contacted to provide the following:
    - Applicants **WILL NOT** be issued an ID/Permits if you do not provide the following:
      - a) Payment for your FID Card (\$5.00) and/or Pistol Permit(s) (\$2.00 per permit). If paying by check or money order please WRITE THE FARS CONFIRMATION # in the memo section. Non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4.
      - b) Verification of Employment (a copy of your pay stub with salary redacted or a letter from your employer)
      - c) Completed Mental Health Consent Search (form #S.P. 066) – if requested.
      - d) Your old FID Card if you are changing information on your current ID Card.
  - **STEP 4:** Once your application is fully processed, you will receive a phone call to schedule a time for you to respond to Palisades Park Police headquarters to pick up your FID Card and/or Pistol Purchase Permit(s).