

FARS Application Procedures for Applicants:

Step 1: Visit this website. You MUST enter the site address as follows:

www.njportal.com/NJSP/fars

Step 2: Consult your Police Department and obtain their **ORI # NJ0210700 – Greenwich Township Police Warren County**

(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 two (2) reputable references. Your references can be family members.

Step 4: You MUST appear at the Greenwich Township Police Department to PAY for your INITIAL Firearms ID Card and/or Pistol Purchase Permits. Your application WILL NOT be processed until you have PAID for the Firearms ID Card and/or Permit to Purchases. 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 the new process.

*Once your application is complete, a GTPD representative will contact you with instructions how to access your Firearms ID Card and/or permit to purchase documents.

*Please advise you references that the FARS system will email them the reference questions to be answered. Your references can complete the questions using a smartphone, mobile phone, 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 for yourself and references as well as the best email addresses for yourself and references.