

## FIREARMS APPLICATION & REGISTRATION SYSTEM

### **FARS Application Procedures For Online Firearms Applications:**

**Step 1:** Respond to Demarest Department Records Bureau 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 investigation as per NJAC 13:54-1.4.

**Step 2:** visit this website. You MUST enter the site address as follows:

[www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)

**Step 3:** Enter the Demarest Police Department ORI#: **NJ0020900**  
(You WILL NOT be able to complete the FARS online application WITHOUT THE PROPER ORI#)

**Step 4:** 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. You must print both the confirmation page and application at the end of the process. These will be used for reference in the event of an issue.

**Be advised that a failure to include your complete social security number on the application may significantly delay the automated background computer checks, which will delay the processing of your application. You MUST also enter your complete "Official Name". You cannot utilize simplified versions of your name, e.g. (Joe vs. Joseph).**

\*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 expedite your background investigation.

\*The online application is applicant driven. **You are responsible to ensure that all information is accurately placed on the application.** Please ensure that you have entered the correct ORI# for Demarest Police Department. Also, provide accurate telephone numbers and email addresses for you and your references.