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Application Instructions for Online Firearms Identification Card/Handgun Permits for Sussex Station Area Residents

1. Go to <https://www.njportal.com/NJSP/FARS>
 2. Click on Online S.T.S. 033 form, located on the bottom left side of screen.
 3. Enter ORI Number "NJNSP5200" for Sussex Station area resident applicants.
 4. Follow the prompts and check the appropriate boxes for what you are applying for and fill out the information that is required. Make sure all information is correct as it cannot be changed once it is submitted (make sure name and address on application match your driver's license). If you complete the application using a smartphone, mobile device, laptop or desktop computer, you will need to be able to print the Identigo Fingerprint Form for those applying for their Initial Firearms Identification Cards. If you fail to print the form, contact Ssgt Hollar and request the Identigo Form and provide the FARS contributor case number that begins with NJ_____. The confirmation number will not be used by Identigo or the police department on the Identigo form.
 5. When completing the application, you will need the email addresses of 2 reputable references. Your references can be family members.
 6. You will need to provide payment for your Initial FID Card and/or Handgun Purchase Permits online immediately upon applying. There is no charge for a duplicate FID Card.
- * If an Initial applicant applied for an FID Card and forgot to apply for handgun permits, the applicant must re-apply for the handgun permits after their initial application is processed and approved.
 - * 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 handgun permits documents. Please do not contact or appear at the station until you are notified.
 - * 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 smart phone, 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 your references.
- * Fees: Initial Identification Card - \$5.00
Handgun Permits - \$2.00 per permit
- * Inquiries/questions, contact Ssgt Hollar at 973-383-1514 Ext 4603