



# Oaklyn Police Department

FARS allows for firearms applications to be created and submitted online using the following website:  
<https://njportal.com/NJSP/FARS>

## **FARS provides access to the following applications:**

- Initial Firearms Purchaser Identification Card
- Permit(s) to purchase a Handgun
- Lost or stolen Identification Card
- Duplicate Identification Card
- Change of Address on Identification Card
- Change of Sex on Identification Card
- Change of Name on Identification Card

Paper applications are no longer accepted.

## **FARS APPLICATION PROCESS & INSTRUCTIONS**

**An Applicant MUST enter their “Official Name” / “Legal Name” on all documents.**

### **Step 1:**

Applicants must access <https://njportal.com/NJSP/FARS> offered on the New Jersey State Police website. Review the “Service Information” section of the page and click “Online Firearms Application” option located on the bottom left corner of the page.

### **Step 2:**

When prompted, enter the Oaklyn Police Department (OPD) **ORI number (NJ0042600)**. Applicants will not be able to complete the FARS online application without the proper ORI number. If a wrong or non-existent ORI is entered in error, the application will be misrouted or lost. You may be required to re-file and pay any applicable fees a second time.

**Note:** Only use **ORI NJ0042600** if you are a resident of the Borough of Oaklyn. Just because your mailing address reads Oaklyn, does not mean that you live in the Borough of Oaklyn. Please call OPD if you are unsure as an incorrect entry will cause a delay and you will be required to submit another application.

Below, is an example of the FARS website display requesting the ORI #.

NEW JERSEY STATE POLICE  
FIREARMS APPLICATION & REGISTRATION SYSTEM

Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit

ORI Purpose Personal Identification Contact Background References Review

ORI Number

For New Jersey residents, enter the ORI Number of the police department where you reside. If you do NOT reside in a NJ State Police coverage area, DO NOT enter NJSP ORI.

- Out of State residents who are NOT dual residents, MUST apply to a NJSP ORI
- Dual Residents WITH PROOF of dual residency MUST apply to the police department ORI where you reside in NJ.
- If you apply to the incorrect ORI, your application will be WITHDRAWN. Fees are non-refundable.

The ORI number can be provided by your local police department. Please do not contact support or open a ticket through this service. We will be unable to assist.

ORI Number  
NJ0042600

Agency Name : OAKLYN BORO PD

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### Step 3:

Complete the online application carefully, step by step. Applicants may complete the application using a smartphone, mobile device, laptop computer, desktop computer.

### Step 4:

After the applicant's background check and Firearms Identification card (FID) and/or Permit to Purchase a Handgun is complete, a representative from the OPD Firearms Unit will contact the applicant and advise the applicant of the same. The OPD Firearms Unit will make arrangements regarding fees.

### Step 5:

You will be notified via telephone by the OPD Firearms Unit once the investigation is complete. You will be required to respond to the police department and **MUST** pay for your initial Firearms Identification card (FID) and/or Permit to Purchase a Handgun(s) prior to approval. Payment can be in form of exact cash, check or money order to the Borough of Oaklyn.

Your application **WILL NOT** be processed until you have paid for the initial Firearms Identification card (FID)/Permit to Purchase a Handgun(s). **Non-refundable** payment is required to be made prior to

the start of the background investigation as per NJAC 13:54-1.4. These fees as well as any fees for fingerprinting/SBI212A checks are set by the State of New Jersey. There is no fee for a “Duplicate” Firearms ID.

**Initial Firearms Identification Card: \$50.00**

**Permit to Purchase a Handgun: \$25.00 (each)**

**Permit to Carry a Handgun: \$200.00**

**Retired Law Enforcement Officer Program (RPO): \$55.00**

### **Important and Helpful Notes:**

The FARS System creates a firearm permit that is maintained in the FARS System. A link to execute the permit will be provided to the applicant as well as Licensed Firearms Dealers in the State of New Jersey. Permits can be executed by Licensed Gun Dealers or private transfers where a NICS check is exempt.

- E-Permits will be valid for **180 days** unless there is good cause to not extend the permit past the 90 day period.
- E-Permits may be deactivated / reactivated at any time (ERPO / TRO / Court Order / NICS Denial etc.)

If the applicant makes a mistake while applying, they can **RE-APPLY**. The applicant should understand that all application fees are **non-refundable and non-transferable**. The applicant **MUST** utilize the correct ORI number (Oaklyn Police Department ORI# NJ0042600).

FARS is taking the place of the STS 033 paper form and has been replaced with the STS 033 online form. Applicants can apply for all the same options that were part of the paper application process with the **exception of Permits to Carry**. An individual does not have the ability to utilize the FARS system to apply for a **Permits to Carry** at this time. Future phases of FARS are expected to accept Permit to Carry Applications. The paper application process still applies to Permits to Carry. \*\*\*See below Permit to Carry section for instructions.

Additional Firearms Forms and Information can be located via the following:

- [State of New Jersey Voluntary Form of Firearms Registration \(SP 650\)](#)
- [State of New Jersey Certificate of Eligibility](#)

The New Jersey State Police website provides information on New Jersey firearms laws, transportation of firearms, and frequently asked questions. The site can be found by following this link:

<http://www.njsp.org/firearms/index.shtml>

## **PERMIT TO CARRY PROCESS & INSTRUCTIONS**

Access the New Jersey State Police website to locate the New Jersey Applications for Permit to Carry a Handgun form and Consent for Mental Health Search. (An instruction sheet is also offered on this site.) Complete all information on the front and back. (\*\*\*)Form must indicate SP642 (Rev. 07/22) on the bottom left.) Failure to complete the correct form will delay this process. Complete Consent for Mental Health Search (SP066). Both forms can be completed in PDF form and/or printed and completed in writing.

**YOU MUST APPLY IN PERSON.** Please call Detective Mason or Detective Rodgers at 856-854-0049 prior to responding to the OPD. Applications will only be accepted by a Detective (Firearms Investigation).

The following **MUST** be provided upon submitting the application to the OPD:

- Drivers license and birth certificate OR drivers license and passport OR drivers license and Naturalization Paperwork/"Green Card."
- Two (2) completed State of New Jersey Applications for Permit To Carry A Handgun (form S.P. 642 01/23). Both sides complete in full and notarized.
- Two (2) color passport sized photographs.
- Consent for Mental Health Search (form S.P. 066).
- Written proof of ownership and qualification with the handgun(s) you intend on carrying.
  - o Proof of ownership can be a purchase receipt or purchase permit or a notarized letter of ownership listing make, model, and serial number of handgun(s).
  - o Written qualification must be within six (6) months of application and include Instructors Name and Certification, make, model, caliber and serial number of handgun(s) you intend to carry.
- Check or money order in the amount of \$200.00 payable to the Borough of Oaklyn. This includes a \$50.00 fee payable to the State of New Jersey (for deposit to VOCCA).

All Applicants (initial and renewal) for a Permit to Carry **MUST** be fingerprinted. Instructions for fingerprinting will be provided upon submission of the application to the OPD if the Applicant has not been already fingerprinted for the process of which they are applying.

In accordance with N.J.A.C. 13:54-2.4(B), the required written firearms qualification can be obtained at **most** firearms ranges throughout the State of New Jersey. A list is also available at [www.NJSP.org](http://www.NJSP.org)>public information>firearms information>New Jersey shooting ranges for RPO Qualification. A New Jersey Permit to Carry is valid for two (2) years from approval date.