



Oaklyn Police Department

FARS APPLICATION PROCESS & INSTRUCTIONS

FARS allows for firearms applications to be created and submitted online as paper applications are no longer accepted. Applicants may complete the application using a smartphone, mobile device, laptop computer, or desktop computer.

FARS provides access to the following applications:

- Initial Firearms Purchaser Identification Card
- Permit to purchase a Handgun
- Change of Address on Identification Card
- Change of Sex on Identification Card
- Change of Name on Identification Card
- Electronic Firearms Purchaser Identification Card (for duplicate or lost Identification Card or for Renewal)
- Register handgun(s) transferred with change of residency to New Jersey

Step 1:

Applicants must access <https://njportal.com/NJSP/FARS>, which can be found 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:

On the next page, you will be prompted to 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 miss-routed or lost. You may then 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 the OPD Firearms Unit if you are unsure of what municipality you reside in, as an incorrect entry will cause a delay and you will be required to submit another application with the correct ORI and pay the application fees a second time.

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

STATE OF NEW JERSEY
NEW JERSEY STATE POLICE
FIREARMS APPLICATION & REGISTRATION SYSTEM

e-Verify Retrieve Document Police Login Help

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

[Continue](#) [Back](#) [X Cancel](#)

Step 3:

Complete the online application carefully, going step by step being sure to answer all questions accurately. Falsifying any portion of the application will lead to immediate denial. **The applicant MUST enter their “Official Name” / “Legal Name” on the application.**

Step 4:

All applicants applying for their initial Firearms Identification Card **MUST** be fingerprinted at an identogo location within **90 days** of application. Upon completion of the application, you will be prompted to schedule an appointment to be fingerprinted.

If any issues arise while scheduling an appointment, you can use the following link to schedule online at <https://uenroll.identogo.com/>. The service code for firearms fingerprinting is 2F164B. **Only if scheduling a fingerprinting appointment through the aforementioned link**, identogo will require a contributor case number for fingerprinting. At that point, please contact the Oaklyn Police Department Detective Bureau to obtain a case number for your application.

Note: Failure to be fingerprinted within the 90 days will result in your application being automatically withdrawn and you will need to reapply. Your application **will not** be processed until fingerprinting is completed by the applicant. If applying for a Change of Sex on an existing Firearms Identification Card, you will be required to be fingerprinted again.

Step 5:

After the applicant's background check is complete, a representative from the OPD Firearms Unit will contact the applicant and advise the applicant of the same. If approved by the Chief of Police, the OPD Firearms Unit will advise you how to make payment.

FARS Application important notes;

Physical Firearm Identification Cards and Permits to Purchase a Handgun are no longer provided. Upon payment, the Chief of Police will approve your application through the portal at their earliest convenience. You will then receive an email with your Electronic Firearms Identification Card and information regarding your E-Permit(s) to Purchase Handgun if applicable.

The FARS System creates a handgun e-permit that is maintained in the FARS System. A link to execute the e-permit will be provided to the applicant as well as Licensed Firearms Dealers in the State of New Jersey. E-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 first 90-day period.
- E-Permits may be deactivated / reactivated at any time (ERPO / TRO / Court Order / NICS Denial etc.)

CONCEALED CARRY PERMIT APPLICATION PROCESS & INSTRUCTIONS

The Concealed Carry Permit portal allows for firearms applications to be created and submitted online as paper applications are no longer accepted. Applicants may complete the application using a smartphone, mobile device, laptop computer, or desktop computer.

Step 1:

If you do not have your Initial Firearms Identification Card, you will be required to complete such application first. Please refer to the above instructions for applying for the Initial Firearms I.D. You will also be required to take and successfully complete a firearms training course administered by the Police Training Commission pursuant to P.L. 1961, c.56 (C.52:17B-66 et seq.) and shall annually qualify in the use of a handgun or similar weapon prior to being permitted to carry a firearm.

In accordance with N.J.A.C. 13:54-2.4(B), the required firearms training and qualification can be obtained at **most** firearms ranges throughout the State of New Jersey. A list is available at <https://nj.gov/njsp/firearms/shooting-ranges.shtml> for RPO Qualification. A New Jersey Permit to Carry is valid for two (2) years from approval date.

Step 2:

Once training and qualification is successfully completed, applicants must access the Concealed Carry Permit portal <https://www.njportal.com/NJSP/ConcealedCarry/>, which can be found on the New Jersey State Police website. Review the “Service Information” section of the page and click “Start Initial Application” option located on the bottom left corner of the page.

Step 3:

On the next page, you will be prompted to enter the Oaklyn Police Department (OPD) **ORI number (NJ0042600)**. Applicants will not be able to complete the Conceal Carry Permit online application without the proper ORI number. If a wrong or non-existent ORI is entered in error, the application will be miss-routed or lost. You may then 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 the OPD Firearms Unit if you are unsure of what municipality you reside in, as an incorrect entry will cause a delay and you will be required to submit another application with the correct ORI and pay the application fees a second time.

Below, is an example of the Concealed Carry Permit website display requesting the ORI#

New Jersey State Police

Concealed Carry Permits



e-Verify Retrieve Document Police Login Home

Application for Permit to Carry a Handgun

ORI Number Training/SBI Personal Identification Contact Background References Review

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 Jurisdiction, DO NOT enter a NJSP ORI unless you are an Out of State Resident, NJ Office of the Attorney General (DAG, AAG), prosecutor or judge, Mayor or elected member of the municipal governing body, or armored car employee applicant.

- Dual Residents WITH PROOF of dual residency MUST apply to the police department ORI where you reside in NJ.
- Out of State residents who are NOT dual residents, MUST apply to a NJSP ORI. Applicants must apply to the closest NJSP Station by geographic location/mileage. Please contact the NJSP Station that is the closest prior to submission of your application.
- NJ Office of the Attorney General (DAG, AAG), prosecutors, judges and armored car employee applicants MUST apply to a NJSP ORI.
- If you apply to the incorrect ORI, your application will be WITHDRAWN. Fees are non-refundable.

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

Required Fields [*]

ORI Number & Purpose

ORI Number *

NJ0042600

Agency Name

OAKLYN BORO PD

Are you applying as a Prosecutor, Judge, or member of the Office of the Attorney General? *

Yes No

Are you applying as an armored car company employee? *

Yes No

Are you applying as a Mayor or elected member of the municipal governing body? *

Yes No

Along with entering the ORI number, you will be asked three (3) questions related to the purpose of you application. Answering “No” to these questions will **NOT** disqualify you.

Step 4:

Complete the online application carefully, going step by step being sure to answer all questions accurately. Falsifying any portion of the application will lead to immediate denial. **The applicant MUST enter their “Official Name” / “Legal Name” on the application.**

Step 5:

Upon completion of the application, you must respond to the Oaklyn Police Department to provide two (2) color passport sized photographs and pay the required fees which are as follows. Exact cash, check or money order in the amount of \$150.00 payable to the “Borough of Oaklyn”. All other required fees will be paid during the application process.

Note: Your application **WILL NOT** be processed until these fees have been paid.

Step 6:

After the applicant’s background check is complete, you will be notified via telephone by a member of the OPD Firearms Unit and advised of the same. If approved by the Chief of Police, you will receive an approval email which contains your Concealed Carry Permit. You will then be able to print and laminate the permit. **PLEASE KEEP YOURSELF UP TO DATE WITH CONCEALED CARRY LAWS AS THEY ARE CONSTANTLY CHANGING.**

Important firearms application information;

All fees for firearms documents are set by the State of New Jersey and are **non-refundable**. Fees for fingerprinting services are set by the vendor providing the service and are not determined or collected by the Oaklyn Police Department.

Fees can be paid by cash, check or money order. If fees are paid by check or money order, they must be made payable to the “Borough of Oaklyn”. Fees are as follows;

Initial Firearms Identification Card: \$50.00

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

Permit to Carry a Handgun: \$150.00

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

If a mistake is made during the application process, please contact the OPD Firearms Unit to see if the mistake can be corrected. If the mistake cannot be corrected by the investigator, the applicant will be able to submit another application to correct the mistake.

Additional Firearms Forms and Information can be located via the following link;
<https://www.nj.gov/njsp/firearms/forms.shtml>

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>