

TRENTON POLICE DEPARTMENT
225 N. CLINTON AVE.
TRENTON, NEW JERSEY 08609

Firearms Investigations Unit

**PLEASE READ ALL OF THE STEPS BEFORE CLICKING THE WEBSITE
IN STEP 1.**

***NOT FOLLOWING ALL OF THE DIRECTIONS AS OUTLINED WILL DELAY
THE APPLICATION PROCESS.***

Upon completing the online application, all applicants **MUST** submit payment for their handgun permits and, if applicable, the Firearms ID card to the City of Trenton by certified check or money order.

- Initial Firearms Identification Card, \$5.00
- Permit to Purchase a Handgun, \$2.00 each

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.

The NJSP 212A fee that is paid upon completion of the online application is a separate charge than the Initial Firearms Identification Card and Permit to Purchase a Handgun Fee listed above.

You must appear at the Trenton Police Department to submit the non-refundable payment. Payment shall be in the form of a certified check or money order to the "City of Trenton". The fee for the initial firearms identification card is \$5.00, and the fee for each handgun purchase permit is an additional \$2.00. Payments will be accepted on the first floor of police headquarters at the records section window.

Trenton Police Department
225 N. Clinton Ave.
Trenton, NJ 08609
Records Section – First Floor

The New Jersey State Police, Firearms Unit, has announced the statewide activation of the Firearms Application and Registration System (FARS).

The activation of FARS will allow firearms applications to be created and submitted online, using the following website:

<https://njportal.com/NJSP/FARS>

Please note that this system is taking the place of the current application system and no paper application is required. Applicants who have resided outside of the State of New Jersey, within a ten (10) year period will still be required to complete the Consent for Mental Health Records Search form in person at the Trenton Police Department.

FARS Application Procedures for Applicants:

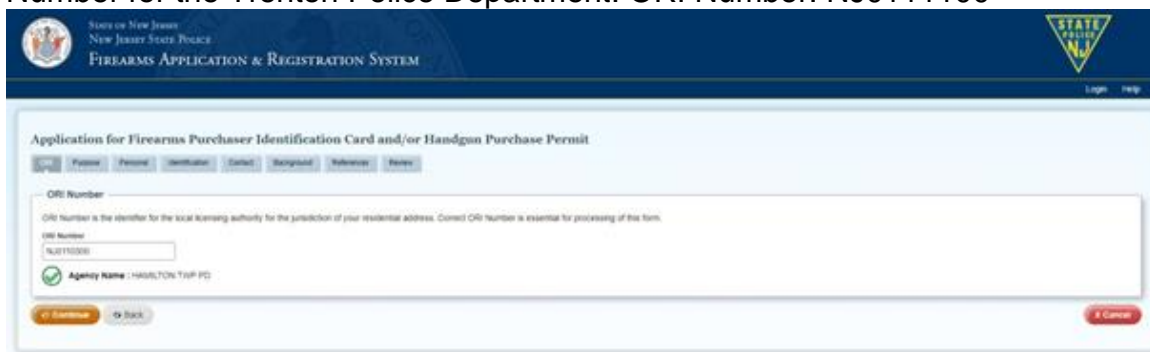
Step 1: Applicants must visit the below listed website and review the “Service Information” section of the page. Click on the “Online S.T.S. 033 Form” option, located towards the bottom, left corner of the page. Applicants **must** enter the site address as it is displayed:

<https://njportal.com/NJSP/FARS>

Step 2: Trenton Police Department **ORI Number** is **NJ0111100**. Applicants will not be able to complete the FARS online application without the proper ORI number.

Below, is an example of what the website will display after the applicant has entered the ORI

Number for the Trenton Police Department: ORI Number: NJ0111100



The screenshot shows the 'Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit' form. The 'ORI Number' field is filled with 'NJ0111100'. Below the field, there is a note: 'ORI Number is the identifier for the local licensing authority for the jurisdiction of your residential address. Correct ORI number is essential for processing of this form.' The 'Agency Name' is listed as 'HAMILTON TWP PD'. The form has a 'Continue' button and a 'Back' button.

Step 3: Complete the online application, step by step. Applicants may complete the application using a smartphone, mobile device, laptop (preferred), or desktop computer (preferred). When completing the application applicants will need the e-mail address of two (2) reputable references. The references can be family members.

Step 4: You **must** pay for your initial Firearms Identification card (FID) and/or Permit to Purchase a Handgun(s). 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. Payment must be made in person at the Trenton Police Department. Only a certified check or money order will be accepted. Please make the check payable to the “City of Trenton”.

- Initial Firearms Identification Card, \$5.00
- Permit to Purchase a Handgun, \$2.00 each

Step 5: After the applicant’s background check and Firearms Identification card (FID) and/or Permit to Purchase a Handgun is approved the applicant will receive an email confirming their approval. All Firearm Identification Cards are now downloadable once the background approval process has been completed. All Permit to Purchase a Handgun are electronic and will be available to the Federal Firearms Licensed Dealer upon completion of the background approval process.

Helpful Application Tips:

- If the applicant makes a mistake while applying, they simply can **re-apply**. The applicant should understand that all application fees are non-refundable and nontransferable. The applicant **must** utilize the correct ORI for the correct Police Agency.
- FARS is taking the place of the STS 033 form. Applicants can apply for all the same options as the paper application form with the **exception of Permits to Carry**.
- **Permits to Carry** are not able to be applied for utilizing FARS currently. Future phases of FARS will accept Permit to Carry Applications. The paper application still applies to Permits to Carry.
- The applicant **must** enter their “**official name**”. They cannot use simplified versions of their names (Joe vs. Joseph).
- Applicants must enter accurate phone numbers and emails for themselves and their references. If in the event that an applicant needs to correct or update a reference or supply an additional reference please contact the Trenton Police Department Firearms Unit at 609-989-4155 for direction.
- Family members can be references.
- After the applicant enters all required information, a review page appears where the applicant can edit all information entered into the application prior to final submission.

- An initial applicant will need their fingerprints taken. The applicant will be able to schedule an appointment with IdentoGo at the end of the application. First time applicants have **90 days** to get fingerprinted “**no exceptions.**” If we do not receive your fingerprints within 90 days your application will be withdrawn and you will have to re-apply.
- The applicant is also directed to print both the confirmation page and application at the end of the process. This is for quick reference in the event of an issue.
- No payment is taken from initial applicants by FARS. Only 212A applicants will pay at the end of their online application process.
- Applicants will be receiving automated e-mail updates throughout this new process.
- Please advise your references that the FARS system will e-mail them the reference questions to be answered. Your references can complete the questions using a smartphone, mobile device, laptop (preferred), or desktop computer (preferred). Please advise them to complete the questions immediately to process your background investigation.
- The on-line application is applicant driven. Please ensure that you have entered the best phone number for yourself and references as well as the best e-mail address for yourself and your references.

For all inquiries regarding firearms, please contact:

Det. Michael Turner

mturner@trentonpolice.net

or

609-989-4155