FIREARMS APPLICATION & REGISTRATION SYSTEM

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

**Step 1**: Visit the NJ Portal website. You MUST enter the site address as follows:

www.njportal.com/NJSP/fars

**Step 2**: Enter the Paramus Police Department ORI #: NJ0024600

(You WILL NOT be able to complete the FARS online application WITHOUT THE PROPER ORI#)

**Step 3**: 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).**

**Step 4**: Make payment for your INITIAL FID Card and/or Pistol Purchase permit(s) by following the link below. When on the Paramus Borough webpage, click GO HERE listed in Step 5 to make the payment.

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.

<https://www.paramusborough.org/720/Firearms-Purchasing-Permits-ID-Cards>

\*You will be receiving automated email updates throughout this new process.

\*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 Paramus Police Department. Also, provide accurate telephone numbers and email addresses for you and your references.

Applicants with a Mental Health Record may need to obtain an *EXPUNGEMENT WITH RELIEF FROM DISABILITIES* in order

to pass the federal NICS check at gun dealerships.

Be Advised that the Paramus Police Department WILL NOT know if the Mental Health Record requires this type of expungement. If you have a Mental Health Record, you *must GO IN PERSON to the County Adjuster's Office maintaining the record hit.* For questions regarding a Mental Health hit, you may contact the NJ Administrative Office of the Courts at 609-815-2900 ext.54900

The Mental Health Record expungement process is extensive and will delay your application. You may be advised to WITHDRAW from the process due to the significant gap between all record checks. Applicants can re-apply without delay, once the mental health record is properly expunged.

In order for you to pass the NICS check at gun dealers, you must have this record expunged. Without the proper expungement, you will still be denied at gun dealers regardless if you were issued FID cards or Pistol Purchase Permits.