

# Firearms Permits and Registration

The Monroe Township Police Department Firearms Identification Unit assists residents with the application, processing, and registration of firearms. The Firearms Identification Unit Clerk, Rick Schubert, may be reached at 856-728-9800 ext. 246 or via email at [rschubert@monroetownshipnj.org](mailto:rschubert@monroetownshipnj.org).

The firearms application process is now electronic. Please follow the below instructions for the Firearms Reporting System.

## FARS Application Procedures for Applicants

**\*\*First time applicants can contact the FARS clerk (Rick Schubert) at 856-728-9800 ext. 246 for additional information and assistance regarding the process.\*\***

**Step 1:** visit this website. You MUST enter the site address as follows:

<https://www.njportal.com/NJSP/fars>

**Step 2:** When you log on, you must enter the Monroe Township Police Department's ORI #: **NJ0081100**

**Step 3:** Complete the online application. You may complete the application using a smartphone, mobile device, laptop, or desktop computer.

When deciding how many permits you would like to get, remember:

- a. ONE Permit is required for each handgun you wish to purchase (each permit is \$2)
- b. You can purchase 1 handgun in a 30-day period
- c. Permits are good for up to 180 days (with renewal after 90 days)
- d. If you decide you want another handgun permit and you didn't get more than one initially, you will need to apply again.

**Step 4:** You will need to submit payment at the Police department for your permits and, if applicable, the Firearms ID card. Permits to Purchase handguns are \$2 for each permit, and \$5 for the ID card, which needs to be paid by **check or money** order made out to the Monroe Township Police Department.

**Step 5:** If employed please provide proof of employment. Proof may be a recent paystub, or a letter from your employer. If submitting a paystub, you can black out information regarding your salary. This can be submitted via email, fax, mail or in person.

\*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 pistol purchase permit documents.

\*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 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 references.

#### Additional Firearms Forms and Information

- [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>