

Firearms Permits and Registration

The Monroe Township Police Department - Records Division assists residents with the application, processing and registration of firearms. The Records Division Clerks, Rick Schubert and Marcella Carter may be reached at 856-728-9800 x 246 or x 211 or via email at rschubert@monroetwppd.org or mcarter@monroetwppd.org.

The firearms application process is now electronic (everything is done on-line). Please follow the below instructions for the Firearms Reporting System.

FARS Application Procedures for Applicants

****First time applicants can contact the Records Division for additional information and assistance regarding the process****

Step 1: visit the 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. **You can upload a copy of your drivers license and employment verification (paystub).** If not, it must be submitted to the police department before anything will be issued.

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 only 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: 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 the information regarding your salary. **This can be submitted via email, fax, mail or in person with your date of submission and confirmation number written/typed on it.**

Step 5: 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 cash, check or money order made payable to the Monroe Township Police Department. We do not accept credit/debit cards.

- You will be receiving automated email updates throughout this process.
- Once your application is complete, a Monroe Township Police Records employee will contact you to retrieve your Firearms ID card and/or Pistol 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 address for yourself and your 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 going to the following link:

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

Common Errors:

Date of Birth – Please make sure you are 21 before applying for a permit to purchase a handgun.

Address – Please make sure you are a resident of MONROE TOWNSHIP (Williamstown) and your drivers license has your current address. If not please change it with DMV prior to applying.

References – Please use a valid email address for your references.

Please make sure you request permits when applying for a Firearms ID Card if you wanted permits. They can no longer be added on if you forgot. You must reapply and start the process over.

Gun Shopping – It is strongly suggested to apply for permits before shopping for a gun, this process takes approximately 3 months from the date of submission to obtain a card and/or permit. Calling us to expedite your application will not occur.