

## Firearms Permits and Registration

The Monroe Township Police Department - Records Division assists residents with application questions, processing and issuance of electronic firearms ID Cards and Electronic Permits. If you have questions please contact, Marcella Carter x211, Cheryl Smith x274 or Barbara Horcher x 208 Monday – Friday 8:00am-4:00pm at (856) 728-9800 at any of the listed phone extensions above.

The firearms application process is completely electronic (everything is done on-line). The State Police will not accept any paper applications. 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. Your name on your application must match your I.D. exactly. If you are a Sr. Jr. II or III that has to be included as well as middle initials. If you fail to provide this and you do have a suffix, your application will not be accepted and you must reapply.

Step 4: Within a week of applying you will receive a phone call from a records staff member to respond to Monroe Township Police Department (Monday – Friday 8:00am – 4:00pm) and pay for your Card and/or Permits, bring a copy of your Government issued I.D. (i.e. NJ Driver's license) (showing a Williamstown address), Letter from DMV if you changed your address and it isn't on your license yet and a copy of a paystub from no more that 30 days from the date of your application. Your application will not be processed until payment is made and the documents are received. Permits to purchase handguns are \$2 for each permit, and \$5 for the electronic 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.**

Step 5: Fingerprinting – you are required (by the State of NJ) to be fingerprinted for first time applicants. The Police Department does not do fingerprinting for firearms. Please go to the Identogo website (<https://uenroll.identogo.com>) and make your appointment as soon as possible. We ask that you only utilize NJ Identogo locations. If you make your appointment online you **MUST** enter the information for Firearms Licensing 2C:581 thru 4.1 and use code **2F164B**, you will need to supply them the proper ORI number of **NJ0081100** and your Contributor Case Number (found on your application for Firearms) **IF YOU USE THE INCORRECT INFORMATION YOUR PRINTS WILL NOT GO TO MONROE TOWNSHIP (WILLIAMSTOWN) AND YOU WILL NEED TO GO BACK AND GET FINGERPRINTED AGAIN COSTING YOU AN ADDITIONAL \$57.00.** We do not have the ability to modify or move your prints. If you applied incorrectly and have to reapply, you will be given a **NEW** Contributor Case Number and that number must be used for fingerprinting (not the old one). Please call before you are printed if you have questions. If you fail to obtain your prints after 90 days from the date of your application, your application will be withdrawn (cancelled) and you will have to start over.

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) and will be issued electronically. No exceptions.
  - b. You can only purchase 1 handgun in a 30-day period
  - c. Permits are good for up to 180 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. No exceptions – This is a state rule.
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- You will be receiving auto generated email updates throughout this process. They come from the State Police, not Monroe Township. Ex: your reference responded, your prints were received.
  - 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 answer all the questions accurately. If you have been arrested or have had domestic incidents, you must indicate this. When we do your background check we see everything. 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.

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:**

**If you don't have a Firearms ID card now is the time to apply for one if you want to purchase permits. You can apply for both on the same application.**

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.

Errors on your application – We **cannot** correct – Name, Date of Birth, Social Security numbers or SBI numbers. These are hard identifiers on your application. If you made a mistake, your application has to be withdrawn and you have to apply again. The State Police does not issue any refunds.

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 can take up to 6 weeks from the date of submission to obtain a card and/or permit. Calling us to expedite your application will not occur.