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Chief of Police

# GUTTENBERG POLICE DEPARTMENT

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## FIREARMS APPLICATION & REGISTRATION SYSTEM (FARS) APPLICATION PROCEDURES FOR FIREARM APPLICANTS

**Step 1:** Consult the Guttenberg Police Department in order to obtain their ORI #  
The Guttenberg Police Department's ORI # is **NJ0090300**  
(You **WILL NOT** be able to complete the FARS online application **WITHOUT THE PROPER ORI#**)

\*\*First time applicants will need to be fingerprinted; the FARS system will generate the form for you \*\*  
\*\*\*Your Social Security number is required on the online application \*\*\*

**Step2:** Visit the following website. You **MUST** enter the site address as follows [www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)

**Step 3:** Complete the online application. You **MUST** enter your "**Official Name**". You cannot utilize simplified versions of your name (i.e. Joe vs. Joseph). You may complete the application using a smartphone, mobile device, laptop or desktop computer. Disclosure of your social security number and driver's license number are voluntary, however, without it, the processing of the application may be delayed. When completing the application, you will need the email addresses of two (2) reputable references. Your references can be family members. \*See NOTE below

**Step 4:** Upon completion of the application, print out the confirmation page and submit it, along with payment, to the Guttenberg Police Department. You **MUST** appear at the Guttenberg Police Department to **PAY** for your **INITIAL FID CARD** and/or **HANDGUN PURCHASE PERMITS**. Your application **WILL NOT** be processed until you have PAID for the FID Card/Handgun Permits. **A non-refundable payment** is required to be made prior to the completion of the background investigation, as per NJAC 13:54-1.4.

*It is recommended that you call the firearms unit, (201-868-2315 ext 155), ahead of time to ensure the Records Clerk is available to accept your payment.*

\*NOTE: 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 immediate to progress your background investigation.

\*\*The online application is applicant driven. Please ensure that you have entered the best phone numbers and email addresses for yourself and your references. If you make a mistake while applying, you can simply **RE-APPLY** but be advised that **all application fees are non-refundable and non-transferable**.

\*\* You will be receiving automated email updates throughout the process. Once your application is approved, a Guttenberg Police representative will contact you to retrieve your FID Card and/or Handgun Permit documents.

\*\* When you are finished completing your online application you will be prompted to print your confirmation, application, and Identogo fingerprint form.