



Sparta Township Police Department

65 Main Street · Sparta, New Jersey 07871 · 973-729-6121 x4038 · www.spartapd.org

Firearms Application Procedure

This procedure pertains to initial applications for Firearms Purchaser ID card, duplicate FPID, permit to purchase a handgun, change of name, address or sex.

Step 1: Visit this website. You MUST enter the site address exactly as follows:

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

Step 2: Enter the Sparta Township Police Department nine digit ORI #: **NJ0191800**

(You WILL NOT be able to complete the FARS on line 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 correct email addresses of two (2) reputable references. Your references can not be family members.

- 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, which will expedite your background investigation.
- You will be receiving automated email updates throughout this new process.
- Disclosure of your social security number and driver's license details are voluntary. However, without it, the processing of the application may be delayed.
- The online 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.

Step 4: Once your application is complete, a station representative **will contact you**^(a) to retrieve your FID card and/or pistol purchase permit documents. You **MUST** appear at the Sparta Township Police Department in person. The applicant will be required to make payment when respond to retrieve their documents. Permit to purchase a handgun cost \$2.00 per permit and initial firearms purchaser identification card cost \$5.00.

- (a) **Note:** An email stating final approval from the automated system does **NOT** indicate that your items are ready for pickup. After approval, permits or FPID cards still need to be physically printed and signed by the chief of police. Depending on schedules, this may take a few days after the electronic approval process. Wait for a representative from the police department to contact you stating your item(s) are ready before coming to the station.