



J. CHRISTIAN BOLLWAGE
Mayor

CITY OF ELIZABETH POLICE DEPARTMENT FIREARMS PERMIT

One Police Plaza, Elizabeth, New Jersey 07201
(908) 558-2074



EARL GRAVES
Police Director

FARS Online Application Procedure

Step 1: Visit the NJ State Police online **Firearms Application Registration System (FARS)**:
<https://www.njportal.com/NJSP/fars>

Step 2: When you log on, you must enter the **ELIZABETH POLICE DEPARTMENT** ORI Number:
NJ0200400

Step 3: Complete the online application, making sure your information is entered exactly as is written on your government issued I.D. (i.e., License, passport...etc). If you complete the application using a smartphone, mobile device, laptop or desktop computer, you will need to **PRINT** the **IDENTIGO FINGERPRINT FORM**.

- If you **FAIL** to **PRINT** the **IDENTIGO FINGERPRINT FORM**, you may request an **IDENTIGO FINGERPRINT FORM** from the **Firearms Clerk**. Please provide the Firearms Clerk the **FARS CONTRIBUTOR CASE#** that begins with **NJ**_____.

Step 4: You will need to submit the email addresses of **TWO** references which can include family members. Should you need to make changes to references or correct an email address, please contact the **Firearms Clerk** at **908-558-2074**.

Step 5: Once your application has been approved, you will receive a letter informing your ID Card and/or Permit(s) are ready for pick up. Please bring the letter, proof of identification and payment in **CASH** or **MONEY ORDER** to the Elizabeth Police Department's Record Room located on the 1st floor. Make money order payable to: **ELIZABETH POLICE DEPARTMENT**.

ADDITIONAL INFORMATION:

- If an **INITIAL** applicant applied for an **ID CARD** and forgot to apply for a **PERMIT TO PURCHASE A HANDGUN**, the applicant must re-apply for the permit(s) **AFTER** their initial application process has been **APPROVED**.
- Please advise your references that the FARS system will email the reference questions. Your references can complete the questionnaire using a smartphone, mobile device, laptop, or desktop computer.
- The online application is applicant driven, please ensure that you have entered the most current telephone numbers and email addresses for yourself and references.
- **PERMIT TO CARRY A HANDGUN APPLICATION** will be provided by the **Firearms Clerk**. For more information, please call **908-558-2074**.
- For more information on the NJ STATE Police online Firearms Application Registration System (FARS) please visit <https://www.njsp.org/firearms/fars.shtml>