

WESTAMPTON TOWNSHIP POLICE DEPARTMENT

ONLINE FIREARMS APPLICATION INSTRUCTION SHEET:

IMPORTANT CHANGE TO FIREARMS IDENTIFICATION CARDS (FID Cards): As of April 1, 2021, per the NJ State Police: Applications submitted from April 1, 2021, onwards will receive an electronic "E-FID" Card upon application approval. Applicants will no longer receive a printed Firearms Identification Card. Once a FARS application is approved, the applicant will receive a confirmation email from FARS with a link to access their E-FID. The applicant will have the ability to print, save and/or screenshot their E-FID Card. Previously issued printed FID Cards will NOT EXPIRE, and will still be considered valid. **FEE FOR FIREARM ID CARD EFFECTIVE 12/22/2022 \$ 50.00 PAID BY MONEY ORDER TO WTPD**

CONCERNING PERMITS TO PURCHASE A HANDGUN:

All applications that include "Permits to Purchase a Handgun" receive an electronic purchase permit "E-Permit" upon application approval. These applicants will no longer receive a paper permit to purchase a handgun. The approval/confirmation email from the FARS system will serve as necessary document for handgun permit execution at time of purchase. **FEE FOR PERMIT TO PURCHASE EFFECTIVE 12.22.2022 \$ 25.00 PER PERMIT PAID BY MONEY ORDER TO WTPD**

Purchase of shotguns, rifles, or other firearms (not handguns) by NJ residents require a Firearms Identification Card (E-FID). NJ Residents who wish to purchase ammunition are required to have a NJ Firearms Identification Card (E-FID). Residents who wish to purchase a handgun must apply for a Permit to Purchase a Handgun. Applicants must be 18 years old to apply for a Firearms Purchasers Identification Card (E-FID) and 21 years old to apply for a Permit to Purchase a Handgun

Effective July 5, 2022, prior to an INITIAL applicant being issued a Firearm Identification Card, and/or a Permit to Purchase a Handgun, the **applicant must successfully complete a course in the lawful, safe handling, and storage of firearms**. This course must be completed within four (4) years of the initial application and is only required once.

Effective December 22, 2022, all the fees for both Firearm Identification Cards, and Permits to Purchase Handguns have gone up per new legislation. **These fees will be paid to the Police Department by Money Order:**

Firearm ID Card: \$ 50.00
Permits to Purchase: \$ 25.00 per permit

- STEP 1: Visit the website: www.njportal.com/NJSP/fars
- STEP 2: Enter the ORI # for Westampton Township Police Department: **NJ0033800**
- STEP 3: Complete the online application - CAREFULLY. You may complete the application using a smart phone, mobile device, laptop, or desktop computer. When completing the application, you will need the email addresses of TWO (2) reputable references. Your references can be family members but must be 18 years of age or older.
- STEP 4: YOU MUST APPEAR at the Police Department to pay for your INITIAL E-FID card and/or Pistol Purchase Permits. Fees must be paid by MONEY ORDER ONLY. Your application WILL NOT be processed until you have paid for the FID Card/Pistol Permits. All fees are non-refundable and need to be collected PRIOR to completing background and issuing FID Cards/Permits as per NJAC 13:54-1.4. **DO NOT JUST SHOW UP. AWAIT CONFIRMATION EMAIL WITH INSTRUCTIONS.**
- REMEMBER: This is applicant driven, YOU are responsible for contacting us for payment-You must make an appointment to ensure someone with firearms knowledge is available to assist you.

- *You will be receiving automated email updates throughout this new process, however, WAIT until we contact you.
- *Please advise your references that the FARS system will email them the reference questions to be answered. Also advise them to complete the questions immediately to progress your background investigation.
- *Please ensure that you have entered the best phone numbers / email addresses for both you and your references.
- *It is highly encouraged that you include your SSN where indicated. Failure to do so could significantly delay processing of the application.**

**** If after submitting your application you need to make a change/correction to a reference, please contact Trish to request the change. Please do not submit another application on the FARS system.**

CONTACT TRISH @ 609 267-3000 EXT 140 FOR ANY QUESTIONS OR TO ARRANGE PAYMENT.