

## Firearms Permits and Registration

The firearms application process is now electronic and applicant driven. Please follow the below instructions for firearms ID cards and or handgun permits.

### **FARS Application Procedures for Applicants**

**Step 1:** visit this 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 Kenilworth Police Department's ORI #: NJ0200800

**Step 3:** Complete the online application. You may complete the application using a smartphone, mobile device, laptop, or desktop computer.

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)
- B. You can only purchase 1 handgun in a 30 day period
- C. Permits are good for up to 180 days (with renewal after 90 days)
- D. If you decide you want another handgun permit after submitting your application, you will need to apply again.

**Step 4:** You will need to submit payment at the Kenilworth Police Department when application is submitted for your permits and, if applicable, the Firearms ID card. Permits to Purchase handguns are \$2 for each permit, and \$5 for initial ID card. (No charge for replacement ID cards, ie change of address, name change, mutilated card)

\*You will be receiving automated email updates throughout this new process.

\*Once your application is complete, a KPD representative will contact you to retrieve your FID card and/or pistol purchase permit documents. DO NOT respond to police headquarters based upon an automated email.

\*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 as soon as possible to help expedite the background investigation.

\* 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. If you need to change reference info call KPD at (908) 276-1700 ask for Lt Sims

\* The falsification of any information on any application or related document is a crime of the third degree under N.J.S. 2C: 39-10.c.