

# ***HIGH BRIDGE BOROUGH POLICE DEPARTMENT***



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## **Firearms Application and Registration System**

FARS Application Procedures for Applicants:

- Step 1:** Visit this website. You MUST enter the site address as follows:  
[www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)
- Step 2:** Enter this ORI # [NJ0101400](#). (The ORI # must be entered correct. You WILL NOT be able to complete the FARS online 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 email addresses of 2 reputable references. Your references can be family members.
- Step 4:** The High Bridge Police Department will need proof of your address (tax bill, utility bill etc.) and a copy of your birth certificate.
- You will be receiving automated email updates throughout this new process.
  - Once your application is complete, a station representative will contact you to retrieve your FID card and/or pistol permit purchase documents.
  - 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 to progress your background investigation.
  - The on-line 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.
  - At the end of the application process, you will be able to print the necessary fingerprint forms.