FARS Application Procedures for Applicants:

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