



Firearms Application and Registration System Application Procedures for Applicants that reside in the City of Millville, NJ:

Step 1: Go to the following website <https://njportal.com/NJSP/fars>

Step 2: Click on the following icon - 

Step 3: Enter the following - ORI Number

NJ0061000



Agency Name : MILLVILLE PD

Step 4:

Check appropriate block(s)

- Initial Firearms Purchaser Identification Card – (Allows you to purchase rifle/shotguns/handgun ammunition)
- Permit to purchase a Handgun – (Please enter the number of handgun permits you want)
- Lost or stolen Identification Card
- Mutilated Identification Card
- Change of Address on Identification Card
- Change of Sex on Identification Card
- Change of Name on Identification Card

You may check more than one box. We suggest if this is your first time applying and want to purchase a handgun check Initial Firearm Purchaser Identification Card and Permit to purchase a Handgun. **You will not be able to purchase ammunition in New Jersey without a Firearms Purchaser Card.**

Step 5:

If you were fingerprinted in New Jersey before for a **firearm** answer **Yes** to the following question. If you **have not** been fingerprinted in New Jersey for a **firearm** answer **No** proceed to **Step 6**.

Have you been fingerprinted for firearms in New Jersey before?

- Yes
 No

Then Enter the Firearms ID Card/SBI Number located on your old Firearms Purchaser Identification Card. If you cannot find your card or do not know what the number is we can attempt to locate the number for you.

N.J. FIREARMS ID CARD/SBI NUMBER

Step 6:

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

You will need the following information for completing this part:

- *Personal information including all former names and name aliases
- *Two references with their contact information-address, email and phone
- *Employer information if employed
- *Past residential address history if you have resided outside New Jersey in the last 10 years
- *For change of name application, copy of supporting marriage license or court order (In any of these formats –PDF, JPG, PNG, TIFF and TIF
- *Alien registration number if not a U.S. Citizen

Step 7: If you have never been fingerprinted before for firearms purposes, you will need to go for fingerprinting with the Universal Fingerprint Form that will be generated after successful submission of this form. However, if you have been fingerprinted before for firearm purposes, upon completion of this form and payment, you would have completed both S.T.S 033 and 212A requirements.

You will be receiving automated email updates throughout the process.

Please advise your references that the FARS system will email them the reference questions to be answered. Your reference 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.

Step 8: Once your application is complete, a station representative will contact you to retrieve your Firearms Identification Card (FID) and/or pistol permit documents.

At this point you will have to bring a cashier's check or money order made out to the CITY OF MILLVILLE to the Millville Police Firearms Unit located in the Records Bureau of the Police Station, 18 South High Street. Millville NJ for the amount owed.

FID cards are \$5.00 and Pistol Permit Documents are \$2.00.

For example: If you requested a FID and two (2) Pistol Permit Documents, you would need a cashier's check or money order in the amount of \$9.00.