



LINWOOD POLICE DEPARTMENT

400 POPLAR AVE
LINWOOD, NJ 08221

Steven M. Cunningham
Chief of Police



(609) 927-5252
Fax (609) 926-8216
Admin Fax (609) 927-4918

FIREARMS APPLICATION PROCEDURE FOR FIREARMS IDENTIFICATION CARD & HANDGUN PURCHASE PERMITS

The Firearms Application & Registration System (FARS) is used to process the following types of applications:

- Initial Firearms Purchaser Identification Card (Firearms Identification Card)
- Permit to Purchase a Handgun
- Change of Address on Firearm Purchaser Identification Card
- Change of Name on Firearm Purchaser Identification Card
- Replacement for Firearms Purchaser Identification Card (for lost, stolen or renewal)
- Register handgun(s) with change of residency to New Jersey / voluntary registration
- Change of Sex on Firearm Purchaser Identification Card

Please review all of the attached pages for application instructions issued by the New Jersey State Police Firearms Investigation Bureau.

ACCESSING THE FARS PORTAL

Go to the FARS portal at <https://www.njportal.com/NJSP/Fars>

LINWOOD ORI #: NJ0011400

INITIAL APPLICATION FINGERPRINTING INFORMATION FOR LINWOOD APPLICANTS

For fingerprinting issues please contact IDEMA / IdentGo at 1-877-503-5381 or <http://uenroll.identgo.com> Fingerprinting is NOT done at or thru the Linwood Police Department.

The Service Code for Firearms is: 2F164B.

LINWOOD ORI #: NJ0011400

CONTRIBUTOR CASE NUMBER: Your Assigned application confirmation number.

THE FOLLOWING ARE THE MOST COMMON ERRORS BY APPLICANTS:

APPLICATION REFERENCES:

When completing the online application, you will need to submit the Names, Addresses, Telephone numbers and email addresses of two (2) references.

Please use the FULL LEGAL NAME of references - DO NOT USE NICKNAMES: If their legal name is "Charles" but they go by "Chuck", submit their name as "Charles", NOT "Chuck".

If your reference commonly goes by their middle name, instead of their given first name, you MUST submit their FULL LEGAL NAME. (Charles John Doe who is commonly known as "John Doe" must be submitted as "Charles J. Doe or Charles John Doe"

PHOTOGRAPH SUBMISSIONS:

All initial applicants are also required upload a clear headshot photograph similar to a passport style photo (photo of head and shoulders with a LIGHT COLORED SOLID BACKGROUND – NO HATS OR GLASSES).

Please to not submit pictures with a scenic background, group Photos, Photos of your Drivers License or any other type of photo identification as Photos that do not meet the criteria will be rejected and you will be required to resubmit an acceptable photo.

CHECKING AND RESPONDING TO EMAILS:

Please frequently check your email for status updates during your application process such as payment instructions, application issues in need of correction and any other issues regarding your application.

PLEASE RESPOND/REPLY TO EMAILS THAT ASK FOR A RESPONSE OR A REPLY. This is so we know the email was properly received.

Please check on your "spam folder/junk mail" as well as we have found that some e-mail domains have treated FARS related emails as "Spam" and kept them from reaching inboxes.

PAYMENTS:

Payments are currently ONLY accepted in the form of a check or money order. No Cash, Credit Cards, Venmo, Zelle or any other type of payment can be accepted.

Checks or money orders are to be made out to "CITY OF LINWOOD", not "Linwood Police Department"

WHAT WILL HAPPEN AFTER YOUR APPLICATION IS SUBMITTED:

After your application is received and reviewed, you will be contacted via E-mail from the Linwood Police Department with payment instructions. *The NJ State mandated fee for an initial firearms identification (FID) is \$50.00 and pistol purchase permits are \$25.00 each. There is **no fee** for Change of address, lost, stolen, or any other duplicate firearms identification applications.*

Payment will only be accepted in the form of a check or money order made payable to "City of Linwood". No other forms of payment will be accepted. Fingerprints and/or payment must be received before your application will be processed.

This fee is separate from any online fees you have already paid online. Fees are mandated by the State of NJ, NOT the City of Linwood.

You will receive an email within 1-5 business days of application being received with further payment instructions. **Once your payment is received, your application will be processed.**

If your application is approved and your documents are ready for use you will receive an email through the FARS portal with further instructions for your firearms identification and/or permit to purchase a handgun.

If your application is denied, you will receive a Certified Letter via US Mail including the reason(s) for denial and instructions for the process on how to appeal the denial.

Please frequently check your email for status updates during your application process.

Please check on your "spam folder/junk mail" as well as we have found that some e-mail domains have treated FARS related emails as "Spam" and kept them from reaching inboxes.

For your convenience all instructions and links have been posted on the Linwood City Website:

<http://www.linwoodcity.org/police/firearms.asp>

You may also access all information from the New Jersey State police Website at:

<https://www.nj.gov/njsp/firearms/index.shtml>

If you have any additional questions, please contact Agent Donald Auge at (609) 926-7981 or via email at dauge@linwoodpd.org **Email preferred for a more prompt response.**

Firearms Application & Registration System (FARS)



Instructions for N.J. Residents & Dual Residents of New Jersey

The Police Department that provides police service to the area where you reside may have additional information such as the correct ORI number to use and fees that must be paid for the remaining balance to your application prior to approval. If you have further questions after reading these directions, contact the Police Department that provides service to your residence. These are general instructions that are likely to change in the future to assist an applicant to apply for the following:

The Firearms Application & Registration System (FARS) is used to process the following types of applications:

- Initial Firearms Purchaser Identification Card (Firearms Identification Card)
- Permit to Purchase a Handgun
- Change of Address on Firearm Purchaser Identification Card
- Change of Name on Firearm Purchaser Identification Card
- Replacement for Firearms Purchaser Identification Card (for lost, stolen or renewal)
- Register handgun(s) with change of residency to New Jersey / Voluntary Registration
- Change of Sex on Firearm Purchaser Identification Card

A **Firearms Purchaser Identification Card**, also known as a **Firearms Identification Card**, can be used to purchase long guns and ammunition at New Jersey licensed gun dealers. If you have never applied and been **approved** for any of the above selections, then you will apply for an Initial Firearms Purchaser Identification Card and any other selections that you are attempting to obtain. You may select multiple of the above-listed application options for the same application. For example, if you are applying for an Initial Firearms Purchaser Identification Card and know that you want to purchase a handgun in the next six months, select both the Initial Firearms Purchaser Identification Card and a Permit to Purchase a Handgun(s) in FARS.

Background Check Fee: Firearms application background checks have two types of fees, and all applications are subject to one of them. **Initial** applicants are fingerprinted by Identogo, an outside vendor, for their background fee. The fee for the background check that is conducted is paid to Identogo at the time of your fingerprint appointment. Due to some New Jersey Identogo locations having a backlog of applicants, applicants can choose to be fingerprinted outside of New Jersey to have their background checks completed at a sooner date. Applicants fingerprinted outside of the State of New Jersey pay an additional fee that is also paid to Identogo at the time of your fingerprint appointment. Any **subsequent** application has a twenty-one (21) dollar online background check paid at the end of your online application in FARS via credit card. This is in addition to the fee of the application request. The twenty-one (21) dollar fee includes a three (3) dollar service fee and an eighteen (18) dollar 212A statutory fee.

Firearms Application & Registration System (FARS)



Instructions for N.J. Residents & Dual Residents of New Jersey

The following types of applications may have additional fees as well as a background fee:

- **Initial Firearms Purchaser Identification Card**: All Initial Firearms Purchaser Identification Cards submitted after 10/25/2022 shall display a color photograph and shall expire during the tenth calendar year following its date of issuance. Any subsequent approved applications shall renew the Firearms Purchaser Identification Card for an additional ten years. Initial applications require you to be fingerprinted and upload an acceptable photograph. Review the section in these instructions pertaining to acceptable photographs and the fingerprint process. Review the section for a proper photograph and fingerprint process instructions due to the number of applications submitted that do not meet the acceptable standard and are cancelled without a refund. The fee for an Initial Firearms Purchaser Identification Card application is fifty (50) dollars. This fee must be paid to the Police Department that you applied to in FARS. An additional background fee will apply to this application.
 - DO NOT apply for an Initial Firearms Purchaser Identification Card once you have been **approved** for an Initial Firearms Purchaser Identification Card. If you need to update your Firearms Purchaser Identification Card (i.e. Change of Address, Change of Name etc.), you will apply requesting the specific change(s).
- **Permit to Purchase a Handgun**: This allows an applicant to buy or transfer ownership to own a handgun. After your application for a Permit to Purchase a Handgun is approved, it is valid for ninety (90) days and will automatically renew for another ninety (90) days. You will receive an email to notify you of this renewal. The Permit to Purchase expires after a total of one hundred and eighty (180) days from the date of your approval. After the 180-day period, there are no extensions. One (1) permit is required for each handgun you wish to purchase, and the fee for each permit is twenty-five (25) dollars. You can only purchase one (1) handgun in a 30-day period unless you have also applied for a Multiple Handgun Purchase Exemption option within the same application. An additional background fee will apply to this application.
 - If you were previously fingerprinted for a firearms application, you must enter your SBI number. If you need to update your Firearms Purchaser Identification Card (i.e. Change of Address, Change of Name etc.), you may do so with this application at no additional cost.

Firearms Application & Registration System (FARS)



Instructions for N.J. Residents & Dual Residents of New Jersey

- **Change of Name, Change of Address, or Change of Sex on Firearms Purchaser Identification Card:** Applicants must first update their state identification or driver's license before applying. Your current identification information must match the information you will submit in your application except in instances your full name was not listed by the issuing identification agency.

Example: Applicant's identification displays the name "Christoph" instead of Christopher because New Jersey Motor Vehicle Commission had a character limitation prior to becoming compliant to Federal REAL ID standards. In this instance, you will apply as your legal first name "Christopher".

Applicants that legally changed their name, address, or sex, from the information previously listed on their Firearm Purchaser Identification Card must apply to update their information prior to making a purchase. There is no fee for the change of information, however, a twenty-one (\$21.00) dollar background fee must be paid at the time of your online application. If you select additional options to combine with this application request, such as a Permit to Purchase a Handgun, an additional fee(s) will apply.

- **Register handgun(s) with a change of residency to New Jersey / Voluntary Registration:** This residency change applies to statute 2C:58-3(o): "Any person who becomes a resident of this State following the effective date of P.L.2022 [February 1, 2023], c.52 and who transports into this State a firearm that the person owned or acquired while residing in another state shall apply for a Firearms Identification Card within 60 days of becoming a New Jersey resident and shall register any handgun so transported into this State within 60 days as provided in this subsection," (see statute 2C:58-3(o) for full details). If you have never applied and been approved for any of the above selections, then you will also apply for an Initial Firearms Purchaser Identification Card and any other selections that you are attempting to obtain. An additional background fee will apply to this application.

- **Voluntary Registration:** If you wish to voluntarily register a firearm other than the above mandatory new residence registration, you can also use this selection. An additional background fee will apply to this application.

Outstanding fees: Applications are not started or processed unless all fees are paid. If you apply to a New Jersey State Police Station, all fees are paid at the time of your application. If you apply to a Municipal Police Department, any fees owed are listed on the confirmation page after you submit payment for your online application. Fees are also listed in the confirmation email that you receive after you apply. If fees are owed, contact the Municipal Police Department to confirm how payment

Firearms Application & Registration System (FARS)



Instructions for N.J. Residents & Dual Residents of New Jersey

is made (in person, online, cash, or credit card). Municipal Police Departments may have their payment information, or accepted forms of payment, on their website.

REQUIREMENTS & INFORMATION FOR APPLYING TO FARS

New Jersey Residents or Dual Residents of the State of New Jersey: If you are a New Jersey resident or a Dual Resident, you must apply to the Municipal Police Department or the New Jersey State Police Station that provides police service to where you reside in New Jersey. "Dual resident" means you have a residence in New Jersey and another state. You can be considered a dual resident if you can show proof of residency in New Jersey. Proof of residency can be established with a valid government issued identification showing your New Jersey residence or a government issued tax record or government issued utility bill. For example, a water bill from the town where you reside. If you cannot provide adequate proof of dual residency, and proof you reside in the home, you are not a dual resident. For example, you cannot rent your home to someone else and claim to live there.

Confirm your police department before applying. There are no refunds for applying to the incorrect police department and there are towns in New Jersey that have the same or similar names that are in different counties. If you have an issue with your application, you should contact your Municipal Police Department or New Jersey State Police Station that will be processing your application.

ORI Number: An ORI (Originating Agency Identifier) number is a unique number assigned to each police department and State Agency in New Jersey. It is used for online applications for various types of licensing, such as firearms or security guards. The ORI number must match the Police Department that is responsible for your area of residence. A New Jersey resident or dual resident of the State of New Jersey must enter the ORI of the Police Department that provides police coverage to their residence. If you enter the incorrect ORI, your application will be assigned to a Police Department that does not cover your jurisdiction and will be cancelled without a refund. If you do not know your ORI or are unsure of the police department that covers your residence, contact the police department in your area to confirm you are applying to the correct ORI number and your residence is inside their jurisdiction.

SBI Number: State Bureau Identification Numbers are assigned to applicants after they are fingerprinted for any firearms application. You will be required to enter your SBI number that was generated after you were fingerprinted if this is not your first time applying. You do not need to be fingerprinted again unless you are advised of an issue with your past fingerprints. Your SBI number is listed on any past Firearms

Firearms Application & Registration System (FARS)



Instructions for N.J. Residents & Dual Residents of New Jersey

Purchaser Identification Card or other firearm document you received after applying. If you cannot locate your SBI number or are having issues with your SBI number, contact the firearms application coordinator at the Police Department that provides police coverage to your residence.

Fingerprinting: After selecting the type of application, you will be asked, “Have you been fingerprinted for firearms in New Jersey before?”

- ◆ If you **HAVE been fingerprinted** in the past for a New Jersey firearms application, click “yes” to the fingerprint question and you will be required to enter your SBI number that was generated a few days after you were fingerprinted. You do **not** need to be fingerprinted again unless you are advised of an issue with your past fingerprints. Your SBI number is listed on any past Firearms Identification Card or other firearm document you received after applying. If you cannot locate your SBI number, contact the Police Department that provides police coverage to your residence.
- ◆ If you have **NEVER been fingerprinted** for any New Jersey firearms application, you will answer “no” to the question and will **not** be prompted to enter an SBI number. After you submit your application, you will receive details of how to be fingerprinted on your confirmation page and confirmation email. The confirmation page and confirmation email have a confirmation number, contributor’s case number, ORI number, instructions on how to get fingerprinted, and payment amount due to your Municipal PD. If there is a payment amount listed and you applied to a Municipal PD, these fees need to be paid immediately. If you applied to a New Jersey State Police Station, fees are all submitted online at the time of your application which is listed on your confirmation page. It is important to note you have ninety days to be fingerprinted by Identigo or your application will be **cancelled** without a refund. The background investigation into your application **does not start** until you are fingerprinted, and the fingerprints are received electronically by the Police Department. Due to errors and issues with fingerprint processing, it is a good idea to **wait at least ten days** after fingerprinting to confirm with the Police Department handling your application that your fingerprints have been received. During this contact, if your application was submitted to a Municipal Police Department, confirm if there are any remaining fees left to be paid so your background investigation can be initiated or the approval process can be finalized. The longer you wait to be fingerprinted, the more applications will be in front of your application regardless of the date you submitted your application. Your application will not start being investigated until you have been fingerprinted. Your application is deemed complete when the Police Department handling your application has all necessary information from their background requests, fingerprints, and fees.

Firearms Application & Registration System (FARS)



Instructions for N.J. Residents & Dual Residents of New Jersey

- ♦ **If you applied to the wrong ORI (Police Department) when submitting your initial application and your application was cancelled**, please reapply to the correct ORI. You must cancel your previous fingerprint appointment listed with the wrong information and create a new appointment with IdentGO to submit your fingerprints. Your new fingerprint appointment will have the new and correct application data that is generated when you reapplied to the correct Police Department. This new contributor's case number and the correct ORI listed on your new confirmation page must be submitted in your new fingerprint appointment. Failure to do this will result in your fingerprints being attached to the wrong application and possibly being lost in the system.
- ♦ **If you have been fingerprinted after applying to the incorrect ORI but have not reapplied to the correct ORI**, contact the correct Police Department that provides police coverage to your residence to ask them for your SBI number before reapplying. This will stop any further issues.
- ♦ **If you have already been fingerprinted and reapplied to the correct ORI (Police Department), but did not enter your SBI when you reapplied**, contact the Police Department that provides police coverage to your residence to ask them if it is possible to find your fingerprint data. If your fingerprint data was attached to a cancelled application that was submitted to the incorrect ORI, your Municipal Police Department will contact the NJSP Firearms Investigation Unit to do a secondary check for your fingerprints.

Training Requirements: While applying online, you will be responsible for reviewing the [Firearms Safety & Awareness](#) power point that is integrated into the website application. It is suggested you review this before applying online due to the volume of information. You can also find the above listed training doc by using the following website link: [20230726 Firearms Safety and Awareness PPT.pptx](#)

Photograph: Photographs must be uploaded for initial applications submitted after 10/25/2022. Upload a recent, clear color image of your face taken within the last six (6) months. The photograph should resemble the one displayed on your driver's license or passport. However, **DO NOT** use the photographs from those identifications as your image. The uploaded photograph **MUST** be taken in civilian attire against a light background, without wearing a hat or glasses. Please crop your photo to a square headshot prior to uploading it to your online application to avoid distortion.

You may upload a recent clear selfie or headshot with no one else in the photo, provided that the image adheres to the above-listed requirements. Applications submitted with a photograph that does not meet the requirements may be cancelled. Please note that there are no refunds for cancelled applications.

Firearms Application & Registration System (FARS)



Instructions for N.J. Residents & Dual Residents of New Jersey

Mental Health Consent Form: If you have lived outside of the State of New Jersey in the last ten (10) years or if an outside entity requests a mental health consent form, you will be requested by your Police Department to fill out the following form(s): [Form SP-066](#) (Consent for Mental Health Records). You are only filling out **part one** of this form. The “investigating police department” is the Police Department processing your application. The “witness” part on this form can be printed and signed by anyone. It does not need to be witnessed by a member of the Police Department. For additional addresses, list them on page 2. This form is available at <https://www.nj.gov/njsp/firearms/fars.shtml>

It is important to note that some cities such as Philadelphia, PA and states such as New York State require their own mental health consent form to be filled out to complete their background check. If you currently reside or lived in the city of Philadelphia or the State of New York in the last ten years, you may be asked to fill out their mental health form(s) and submit it to the Police Department that provides police coverage to your residence. Those forms are also located on our NJSP website when you click the following link. <https://www.nj.gov/njsp/firearms/fars.shtml>

References: A questionnaire will be sent to the email addresses of the references you listed in the online application, and they may also be contacted for further clarity. If they do not respond in a timely manner, your application will not be processed. **Confirm you have the right information for your references before starting the application.** You will need their first name, middle initial, and last name. You will also need their address, phone number, and email address. If you have entered incorrect information when submitting your application, contact the Police Department processing your application to update your application. The Police Department you applied to is the only Police Department that can edit or update your application.

Contact information: For questions or issues about your application, contact the Municipal Police Department or the New Jersey State Police Station that provides police assistance to your residential area. After submitting your application online, you will be required to enter payment information. After the payment information is entered, the final page is the confirmation page. The confirmation page, and automatic email from the website after submitting the application, display the Police Department that you applied to that will be processing your application, as well as confirmation your application has been submitted. Contact the Police Department that is handling your application for any updates or issues with your application.

Background Check: All firearm applications are subject to an extensive background check to ensure that the applicant is not subject to any of the disabilities set forth in statute 2C:58-3(c)(1-15).

Firearms Application & Registration System (FARS)



Instructions for N.J. Residents & Dual Residents of New Jersey

Police Departments have different amounts of responsibilities, and a different number of applications assigned to them depending on the area that they serve. Firearm applications are one of the many responsibilities assigned to Police Departments. Therefore, the backlog varies depending on the emergency services each Police Department is handling as well as the following factors:

- The number of applications prior to your application.
- Response time from different agencies that are required to be contacted.
- Criminal, civil, and mental health issues that need to be properly documented.
- Response time from you, or your references, if there is an issue.

The falsification of information on any part of the application is a violation of N.J.S. 2C:39-10c and is a crime of the 3rd Degree. Any Falsification may result in criminal charges.

Helpful Tips/Information:

As listed in the above directions, please make sure to have all relevant documentation, files, and credit card information before you start your application. Your session will time out after 15 minutes of inactivity in any of the individual tabs or sections.

Approved Applications: The automated system will email you once your application is complete. All Firearms Purchaser Identification Cards and Permits to Purchase Handguns are now electronic. You will receive access to your Firearms Purchaser Identification card in your approval email. Please download and/or print your ID card. You have access to this link for one year before it expires. You will receive confirmation of your E-Permits in your approval email, and you should provide that email to a New Jersey retail firearms dealer who will have access to your E-Permit.

Additional information needed for your application

- Personal information: Including social security number, driver's license number or state identification number, employment information, and the last ten years of addresses you have resided (Month/Year & City/State). List the best phone number and email for yourself because you may be contacted.
- Citizenship documentation (Alien Registration Number) if applicable.
- There are no employment exceptions for applying to the New Jersey State Police as noted in the Conceal Carry Permit statute (2C:58-4). If you apply to the incorrect ORI or police department, your application will be cancelled. Fees are non-refundable. While using the Firearms Application &

Firearms Application & Registration System (FARS)



Instructions for N.J. Residents & Dual Residents of New Jersey

Registration System, the following employment categories will apply to their Municipal Police Department or NJ State Police Station where they reside: Mayors or elected members of the municipal governing body, armored car employees, New Jersey Office of the Attorney General (DAG, AAG), Prosecutors, and Judges will all apply to the Municipal Police Department or NJ State Police Station where they reside.

- **Communication:** You will be receiving automated email updates throughout the process. (Confirmation email, emails about the completion of reference questionnaires, email if not fingerprinted in the 90-day window, and approval/denial/withdrawn email). You may also receive emails from the Police Department handling your application for specific items or forms to fill out. **There is no excuse for not checking your email because this is the preferred communication for some Police Departments working shift work.** Please check your junk mail and voice mail as well. After attempting to communicate with the applicant and the Police Department does not receive a response, your application will be subject to cancellation.
- After the applicant enters all required information, a review page appears where the applicant can edit all information entered into the application prior to final submission. The applicant should also print both the confirmation page and application at the end of the process. This is for documentation if an issue arises with your application. If you enter the wrong spelling of your name, enter the wrong date of birth, or wrong social security number, your application will be cancelled. This information cannot be edited, even if your application is still pending. If you enter the wrong address and your application is approved with the wrong address, you will not be able to use your firearms credentials.

If you still have questions after reviewing this information, contact the Police Department that provides service to your residence prior to applying.

Contact Information for New Jersey State Police Stations: If you apply or have applied to a NJSP Station, do not call or show up at the NJSP Station because they will not be able to assist you. Applications are no longer handled by personnel at NJSP Stations as of March 2025. If you have an issue with your application, please email the station assigned to process your application. The station email accounts are monitored by the NJSP Firearms Investigation Unit personnel processing the station applications. If your email does not pertain to the NJSP Station firearms duties, you may not receive a response. The following link contains contact information for the NJSP Stations that handle firearms for their jurisdictions.

<https://nj.gov/njsp/firearms/ori-list.shtml>

(Note, the NJSP contact information is also listed on your confirmation email and confirmation page.)

How to submit your application: Once you are ready to apply, you can click on this link:

<https://www.njportal.com/NJSP/FARS>