



LINWOOD POLICE DEPARTMENT



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FIREARMS APPLICATION PROCEDURE FOR FIREARMS IDENTIFICATION CARD & HANDGUN PURCHASE PERMITS

All Firearms Applications must be completed online through the Firearms Application and Registration System (FARS). This is for **Initial firearms identification, Change of address, Replacement of lost or stolen firearms ID, Mutilated Firearms ID, Change of Name, and Change of Sex, Register handgun with change of residency to New Jersey / voluntary registration and PERMIT TO PURCHASE A HANDGUN.** [This system portal is NOT for permit to carry a handgun.](#)

The State of New Jersey Handgun Permits (E-Permit) are electronic. Approved applicants will receive an E-mail through the FARS Portal with instructions. You will need to print and save this email as this will serve as proof that you have permit(s) active in the FARS system. When you want to use your permit(s), Unless you meet the exceptions listed in the permit instructions email, you will need to go to an authorized firearms dealer, present your E-mail, your Firearms ID Card & Driver License/ID and your permits will be executed electronically. **Permits expire after 180 days from date of issue.**

The State of New Jersey Firearms Identification (E-FID) Are Electronic/Printable. Approved Applicants will receive an E-Mail through the FARS portal containing a link to save/print your Firearms ID card. You will have access to this link for 1 year. You may also screen shot the E-FID into your Smart Phone and use it digitally.

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 received 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.

See Next Page

Instructions for using the FARS portal:

1. Go to the FARS portal at <https://www.njportal.com/NJSP/Fars> (Please note that the FARS portal is not administered by the Linwood Police Department)
2. The first section of the online application you will be required to enter in the ORI number for Linwood, which is **NJ0011400**. You must enter this number correctly or your application will not be able to be processed and you will need to re-apply.
3. Complete the online application using any internet connected device.
4. After your application is received and reviewed, you will be contacted via E-mail from the Linwood Police Department with payment instructions (usually within 1-5 business days). *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.
5. 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 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.
6. Your address on your application **must** match the address on your drivers license & FID, unless you are a dual resident. Dual residents **must** provide proof of residence (tax/utility bill).

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).

Please verify all information with your references.

Please advise your references that the FARS portal will email them a questionnaire to be answered. Your references can complete the questionnaire using any internet connected device. Please advise them to complete the questionnaire at their earliest convenience to progress your background investigation process.

The online application process is applicant driven. Please ensure that you have entered accurate phone numbers and email address for yourself and your references.

Please advise your references to also check their spam folders if they have not received their questionnaire in their inbox.

SEE NEXT PAGE

INITIAL APPLICATIONS

FINGERPRINTING AND PHOTOGRAPH ARE REQUIRED

Initial applicants must schedule their fingerprints during the application process, even if you have been fingerprinted in the past for other purposes. NJ Firearms laws require applicants to be fingerprinted specifically for Initial firearms Applications.

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

The Service Code for Firearms is: 2F164B.

LINWOOD ORI #: NJ0011400

All initial applicants are also required upload a clear headshot photograph similar to a passport style photo (photo of head and shoulders with a SOLID BACKGROUND). You may upload a "Selfie" from a smart phone standing in front of a wall with a SOLID color. This photo will appear on your Electronic Firearms Purchaser Identification Card.

Photos that do not meet the criteria will be rejected and you will be required to resubmit an acceptable photo. No pictures of your drivers license, passport or photos with a scenic background will be accepted. The background must be a solid color.

If your fingerprints are not received after 90 days your application ***will*** be withdrawn from the FARS system and you will need to re-apply. If you find that you may be exceeding the 90 day limit you ***must*** contact Agent Donald Auge at the telephone number or email addresses listed below for a time extension.

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.

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.***

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

www.Linwoodcity.org >City Services > Police > Firearms Applications