



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 card applications, replacement of lost or stolen firearms ID cards, Mutilated Firearms ID cards, Change of address, Change of Name, Change of Sex and requests for pistol purchase permits.** This system is NOT for permit to carry applications.

The State of New Jersey implemented the E-Permit which replaced the paper pistol permit. These permits are electronic. Once approved you will receive an E-mail through the FARS System. 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) (**Permits expire after 180 days from date of issue**), 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. You may only print a copy of your permit after it has been executed by a gun dealer and you receive an email with a link to do so, or you may ask the firearms dealer to print you a copy for your records.

The State of New Jersey Implemented E-FID Cards (Electronic Firearms ID Cards). This means that paper Firearms Identification Cards will no longer be printed and issued from this Police Department. Once your Firearms ID is approved you will receive an E-Mail through the FARS System 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 ID card into your Smart Phone and use it digitally

The procedures for FARS will be as follows:

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 the Linwood Police Department, 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 such as a desktop, laptop, tablet, or smart phone. When completing the online application, you will need to submit the Names, Addresses, Telephone numbers and email addresses of two (2) references. **Print and save a copy of the application and confirmation page.**

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4. After your application is received, you will be contacted via E-mail from a representative of the Linwood Police Department asking you to report to the Linwood Police Department to pay the required fee due for your Firearms ID Card and/or Pistol Permits. *The mandated fee for an initial firearms identification card (FID) is \$50.00 and the mandated fee for pistol purchase permits are \$25.00 each.* There is **no fee** for lost, stolen, or any duplicate cards.
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 be accepted. Payments MUST be received before your Firearms ID Card and/or pistol permit(s) will receive final approval into the FARS system. 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 automated email updates throughout this new process. Once your background investigation is complete and your documents are ready for use you will receive an email through the FARS system to retrieve and/or use your FID card and/or pistol permits.

Please advise your references that the FARS portal will email them a questionnaire to be answered. Your references can complete the questions using any internet connected device such as a desktop, laptop, tablet, or smart phone. Please advise them to complete the questions at their earliest convenience to progress your background investigation.

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

*****INITIAL APPLICANT FINGERPRINTING & PHOTOGRAPH 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.**

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.

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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 an extension.

We also ask you to frequently check your email for status updates during your application process. We also ask that you keep a 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 your inboxes.

Please advise your references of the same.

APPLICATION REFERENCES:

You will need to provide the LEGAL NAME of references (please do not use nicknames) as well as their current address, Telephone number and an Email address. Please verify this information with your references and ask them to check their email once you have submitted your application.

If you found that an error was made please contact Agent Donald Auge of what the error is and provide the correct information, so that it may be corrected in the system portal.

If you have any additional questions that have not been answered on this page, please call 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