



CHERRY HILL POLICE DEPARTMENT

[FARS Application Online Procedures for Applicants]

You may complete the application using a smartphone, mobile device, laptop, or desktop computer. When completing the application you will need the correct email addresses of two (2) reputable references. Your references can be family members.

- 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, which will expedite your background investigation.
- You will be receiving automated email updates throughout this process.
- Disclosure of your social security number and driver's license details are voluntary. However, without it, the processing of the application may be delayed.
- The online 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.
- If you have resided out of the State of New Jersey within the last 10 years, you must respond to the **Police Records Windows** and sign a consent for **Mental Health Records Form** for your application to proceed.
- If you have previously been fingerprinted for Firearms in New Jersey, please enter your SBI# on the application.
- The NJSP initiated the Electronic Firearms ID Card beginning March 31, 2021. **All applications submitted as of April 1, 2021** will no longer receive a Firearms ID card from the Police Department. Upon final approval of the application the applicant will receive an email from the NJSP/FARS system with a link directing them to their Firearms E-Card. The applicant may then print the E-FID Card. You may laminate the card to protect it, or take a screen shot of the card. Firearms dealers will accept this as a legitimate FID card.
- The applicant will be required to pay a fee of **\$50.00 to the Cherry Hill Police Department** for their **Initial** Firearms ID Card. There is no charge for duplicate Firearms ID Cards or Change of Address for Firearms ID Cards.
- The applicant will be required to pay a fee of **\$25.00 to the Cherry Hill Police Department** for each Purchase of a Handgun Permit.

- Once the application has been submitted the applicant will receive an email from the Township of Cherry Hill with instructions on how to submit payment for the permit(s) and/or the FID card. Failure to make this payment will result in the delay of your application. **All fees are non-refundable.**
- Upon approval of an application for a permit to Purchase of a Handgun, the applicant will receive an email from the NJSP/FARS system containing a link to execute the permit. This link will also be accessible by any licensed firearms dealer in the State of NJ. This link will serve as your permit at the time of your handgun purchase.

Now that you read the above listed instructions, you may proceed to this link to complete your application:

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

***DO NOT FORGET: Cherry Hill Police Department nine-digit ORI #: NJ0041200**
(You WILL NOT be able to complete the FARS on line application WITHOUT THE PROPER ORI#)