



CHERRY HILL POLICE DEPARTMENT

[FARS Application Procedures for Applicants]

Step 1: Visit this website. You MUST enter the site address as follows:

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

Step 2: **Enter the Cherry Hill Police Department nine digit ORI #: NJ0041200**

(You WILL NOT be able to complete the FARS on line application WITHOUT THE PROPER ORI#)

Step 3: Complete the online application. 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 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.
- 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.
- The applicant will be required to pay a fee of \$2.00 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 Purchase of a Handgun permit(s). Failure to make this payment will result in the delay of your application. **All fees are non-refundable.**

Step 4: Once your application is complete:

- The NJSP have 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-Card out 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 \$5.00 for their Firearms ID Card. 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 FID. Failure to make this payment will result in the delay of your application. **All fees are non-refundable.**

- Applications for a Firearms ID Card that were completed **prior to April 1, 2021** will be contacted by a Cherry Hill Police Department representative and you will still be required to retrieve your FID card. You **MUST** appear at the Cherry Hill Police Department in person. The applicant will be required to make payment when they respond to retrieve their FID card. The firearms purchaser identification (FID) card cost is \$5.00.
- Once your application for the Purchase of a Handgun permit is approved 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.