



Department of Police

75 South Van Brunt Street · Englewood, New Jersey 07631

Firearms Application Instructions

To All Firearms Applicants:

All Firearms Applications, with the exception of Permit to Carry, must be done through the FARS Application Procedures as described below.

Step 1: Visit this website: www.njportal.com/NJSP/fars

Step 2: Complete the online application. You may complete the application using a smart phone, mobile device, laptop, or desktop computer. When completing the application you will need the email addresses of two (2) reputable references. **Your references can be family members.** The Englewood Police Department ORI # is NJ0021500 and you WILL NOT be able to complete the FARS online application without the proper ORI #.

Step 3: Remit payment for your FID card and or permit(s). Your application cannot be processed until you have paid. The payment is **Non-refundable** and is required to be made prior to the completion of the background as per N.J.A.C. 13:54-1.4. At this time cash, check, or money order are the only acceptable methods of payment. These should be made out to “City of Englewood” and a money order needs the applicant name included. The current state fees are \$5 for an initial FID card and \$2 for each permit. Payment can be dropped off at the Englewood Police Department anytime. Cash payments must be exact and change cannot be given at the Police Department.

- You will be receiving automated email updates throughout this new process.
- **Once your application is complete, your FID card and or permits will be sent to you electronically.**
- Please notify your references that the FARS system will email them the reference questions to be answered. Your references can complete the questions using a smart phone, mobile device, laptop, or desktop computer. Please ask them to complete the questions immediately to expedite your background investigation.
- 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.

Any questions, issues, or complaints should be addressed via email to firearms@englewoodpd.org.