



Department of Police

75 South Van Brunt Street · Englewood, New Jersey 07631

Office of the Chief

LAWRENCE D. SUFFERN
Chief of Police

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To All Firearms Applicants:

Starting Monday, February 18, 2019 all Firearms Applications (except for Permit to Carry) must be done through the FARS Application Procedures as described below. Paper applications will no longer be accepted. Any applications already started by EPD prior to 2/18/19 will continue to be processed.

Step 1: visit this website. You MUST enter the site address as follows: www.njportal.com/NJSP/fars

Step 2: The Englewood Police Department ORI # is NJ0021500 (You WILL NOT be able to complete the FARS online application WITHOUT THE PROPER ORI #)

Step 3: 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.**

Step 4: **You MUST appear at the Police Department to PAY for your INITIAL FID Card and/or Pistol Purchase Permits.** Your application **WILL NOT** be processed until you have PAID for the FID Card/Pistol Permits. **Non-refundable payment** is required to be made prior to the completion of the background as per NJAC 13:54-1.4.

- You will be receiving automated email updates throughout this new process.
- **Once your application is complete, a station representative will contact you to retrieve your FID card and/or pistol purchase permit documents.**
- 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 smart phone, mobile device, laptop, or desktop computer. Please advise them to complete the questions immediately to progress your background investigation.
- 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.

Respectfully Yours,
Lawrence D. Suffern, Chief of Police
City of Englewood Police Department