



## Cranford Police Department

Chief Ryan J. Greco

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 [www.cranfordnj.org/police-department](http://www.cranfordnj.org/police-department)

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### Application Process for Firearms Purchaser Identification Card and/or Handgun Purchase Permit

Firearms Application & Registration System (FARS) Application Procedures for Applicants:

**Step 1:** visit this website. You MUST enter the site address as follows: [www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)

**Step 2:** Cranford Police Department ORI # is NJ0200300

(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 smartphone, mobile device, laptop, or desktop computer. When completing the application, you will need the email addresses of 2 reputable references. Your references can be family members.

**Step 4:** You MUST appear at your 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 process.
- \* Once your application is complete, the FARS system will email you the approved electronic FID card that you must print or screen shot. If you have been approved for pistol purchase permit you will receive a verification email from the FARS system. The permits are accessible through a licensed firearms dealer only (these permits are no longer issued in paper form).
- \* 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 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.



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