



www.springlakehts.com



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## Spring Lake Heights Firearms Application Instructions

*For all questions visit:* [springlakeheightspd.com/criminal-investigations/firearms-permits](http://springlakeheightspd.com/criminal-investigations/firearms-permits)

**Step 1:** To access the online portal enter the following website exactly as it appears:

**[www.njportal.com/njsp/fars](http://www.njportal.com/njsp/fars)**

**Step 2:** Enter the Spring Lake Heights Police Department's ORI # **NJ0134900**

**Step 3: Complete the online application.** You may complete the application using a smartphone, mobile device, laptop, or desktop computer. The state will charge you a fee. When completing the application, you will need the email addresses of (2) reputable references. Your references should not 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 to expedite the progress of your background investigation.

\*The on-line application is applicant driven. Please ensure that you have entered the best phone numbers and e-mail addresses for yourself and references.

\* All handgun permits & firearms ID cards are electronically issued and maintained by the NJSP database. There are no physical Firearms ID cards or handgun permits. Please check your SPAM folder.

\*Initial Firearms ID card \$50.00. Handgun permits \$25.00 each. Please respond to the Spring Lake Heights Borough Office for payment. Payment must be a money order made out to the "Borough of Spring Lake Heights".

\*Any questions or concerns please contact the below officers\*

Sergeant Kenneth Hager

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Patrolman Connor Bokop

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