



www.springlakehts.com



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Spring Lake Heights Firearms Application Instructions

FARS Application Procedure for Applicants:

Step 1: Visit the website. You MUST enter the site as follows for all firearms related applications:

www.njportal.com/NJSP/fars

Step 2: Consult the Spring Lake Heights Police Department and obtain our ORI # **NJ0134900**

(You WILL NOT be able to complete the FARS online application WITHOUT THE PROPER ORI#). If you submit the incorrect ORI, the application will be sent to the wrong police department and it cannot be retrieved, so your application will have to be restarted with no refund of the original fees.

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 the Spring Lake Heights 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 do not come to pick up your materials until you receive direct contact from someone in this department.

*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 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.

**** Print a copy of the application and the confirmation page and bring with you to the Spring Lake Heights Police Department. ****

Contact cwillms@springlakehts.com or khager@springlakehts.com with any questions or difficulties.