



FIREARMS LICENSING APPLICATIONS

The Clifton Police Department is now utilizing the [New Jersey Firearms Application Registration System \(FARS\)](#) for completing firearms applications. Physical ID cards and Handgun Purchaser's Permits are no longer issued as they are now digital. Please follow the instructions on the next page to submit INITIAL or SUBSEQUENT firearms applications.

****After the Registration is complete you MUST submit payment for your application prior to final approval.****

Payment in the form of a **Money Order** (\$50.00 for the ID card (initial only) and \$25.00 for each permit) **payable to the Clifton Police Department** will need to be submitted prior to the application being recommended for approval. Place the Payment in an envelope marked: **Attn: Firearms Investigation Unit** with your **NAME, CONFIRMATION # and PHONE #**. Drop it off at the Police Department Front Desk and advise the officer that you are dropping off payment for firearms as per these instructions.

Online Credit Card Payments can be accepted and instructions will be provided after emailing the Firearms Investigation Unit. *additional service fee will apply

Upon final approval of your application you will receive access to your ID Card (if applicable) via an approval email, otherwise, Handgun Purchaser's Permits will be available for use immediately.

*Please note Purchase Permits are valid for 90 days at the end of which they will AUTOMATICALLY be renewed for an additional 90 days unless withheld for a specific reason by this office.

***** IF your address on your current NJ driver's license does NOT match your current residential address OR do not possess a NJ driver's license, you will be required to provide proof of residency (such as recent utility bills/statements).***

The proofs of residency **MUST** be scanned and emailed to FIU@cliftonpolice.org as a PDF file. **Cell phone "scans" from cell phone SCANNING APPS will be accepted.** The app should make the scans **LEGIBLE** removing any flash or glare.

FIREARMS APPLICATION REGISTRATION SYSTEM (FARS) APPLICATION PROCEDURE FOR APPLICANTS

- **Step 1:** Follow the link to: www.njportal.com/NJSP/fars
This site / portal is not administered by the Clifton Police Department
- **Step 2:** The ORI Number for **Clifton Residents** is: **NJ0160200**
(You will NOT be able to complete this application without this ORI#)
- **Step 3:** Click, **Online S.T.S. 033 Form** and complete the online application.
(You may complete the application using a smartphone, mobile device, laptop, or desktop computer.) You will need to provide the email addresses of two (2) reputable references. Incorrect contact information/email addresses will result in a delay with the application.
Print a copy of your application and confirmation page.
For Initial Applicants ONLY: At the end of the application; and are directed to do so, **YOU MUST print out the Identogo New Jersey Universal Fingerprint Form which will have the Confirmation Number filled in the Contributor Case # section. Applicants appearing for fingerprinting appointments at Identogo without this form will be turned away.
- **Step 4:** **After you complete your online application**, you MUST contact the Firearms Investigation Unit at FIU@cliftonpolice.org. Provide your Name and confirmation number in that email. You will subsequently receive instructions on how to submit payment for your application.
 - The fee for the INITIAL FID card is \$50.00, and the fee for each handgun purchase permit is an additional \$25.00. (There is no fee for Address Changes on ID Cards, Lost/Stolen Replacement Cards)
 - Fees to be paid to the Issuing Authority will be **SEPARATE** from any fees you pay the online portal and will be noted in the confirmation email received after the application is submitted.
 - Online payments will have an additional Service Fee (determined by total amount).
 - If you have lived **outside of New Jersey within the last 10 years**, you will need to complete and sign a [Consent for Mental Health Records Search](#).

*Please advise your references that they will receive an e-mail via FARS with the reference questions to be answered. This can be completed using a mobile device or desktop computer. Please advise them to complete the questions immediately to progress your background investigation. *IF reference emails need to be updated contact the investigator at FIU@cliftonpolice.org.

Please ensure you verify all of your information is correct prior to submitting it. Incorrect information entered will cause a delay in the processing of your application.

APPLICATION TIPS

The online application is **applicant driven**. You will be receiving automated email updates throughout this process. Please ensure that you have entered accurate phone numbers and e-mail addresses for yourself and your references. Although your Social Security number is not mandatory, the application process will be delayed without it. If a mistake is made while applying, you can simply RE-APPLY.

Please understand that all application fees are non-refundable and non-transferable.

Applicants **MUST** utilize the correct ORI# (NJ0160200) for the Clifton Police Department.

1. FARS is taking the place of the STS-033 form. Applicants can apply for all the same options as the paper application form **with the exception** of Permits to Carry.
2. This system has been mandated by the Governor's Office to expedite the process and provide accountability for the length of time an application may take to process.
3. The applicant **MUST** enter their "**Official Name**". They cannot utilize simplified versions of their names (i.e. Joe vs. Joseph).
4. Applicants must enter accurate phone numbers and emails for themselves and their references.
5. **Family members can be references.**
6. After the applicant enters all required information, a **REVIEW PAGE** appears where the applicant can edit all information entered into the application prior to **final submission**.
7. An INITIAL APPLICANT will be able to **PRINT OUT** their **FINGERPRINT FORM** at the end of the application, and are directed to do so.
8. The applicant should also print both the confirmation page and application at the end of the process. This is for quick reference in the event of an issue.
9. No payment is taken from initial applicants by FARS. Only 212A applicants will pay at the end of their online application process. Applicants are instructed to bring payment for initial FID card and any permits to the Clifton Police Department.
10. **Applicants who have resided outside of New Jersey in the last 10 years must complete and sign the Consent for Mental Health Records Check form. * Contact Det. Son via FIU@cliftonpolice.org**
11. For additional firearms regulations and procedural information, please visit the New Jersey State Police website: <http://www.njsp.org/about/firearms.html>

FIREARMS APPLICANT FEE SCHEDULE

Application for Firearms Purchaser Identification Card/Purchase a Handgun STS-033: Check or money order payable to: Clifton Police Department in the amount of \$50.00.

Permit to Purchase Handguns are \$25.00 EACH.

Application for a Duplicate/Update Firearms Purchaser Identification Card/STS-033: No Fee

Meeting with the firearms investigators are available by appointment only.