



# FIREARMS LICENSING APPLICATIONS

The Clifton Police Department is now utilizing the [New Jersey Firearms Application Registration System \(FARS\)](#) for completing firearms applications. Please follow the instructions on the next page to submit INITIAL or SUBSEQUENT firearms applications.

*\*\* Due to recent public health concerns, no further appointments for in-person appearances to produce ID and payment will be scheduled for the foreseeable future.*

**After the Registration is complete you MUST Contact Firearms Investigator at [FIU@cliftonpolice.org](mailto:FIU@cliftonpolice.org) and provide your full name and confirmation number.**

***\*\* 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).***

*Additionally, if you prefer your employer is not contacted to verify employment that you listed on your application, you will need to submit proof of employment (i.e. recent Paystub; financial information can be redacted).*

The proofs of residency/employment **MUST** be scanned and emailed to [FIU@cliftonpolice.org](mailto:FIU@cliftonpolice.org) as a PDF file. **Cell phone "scans" (NOT PHOTOS) from cell phone SCANNING APPS will be accepted** provided they are appropriately prepared via scanning apps as a PDF file and not a JPG file. The app should make the scans **LEGIBLE** removing any flash or glare.

**You will be expected to provide payment (\*if necessary) at the time of picking up your ID and/or Purchaser's Permits.**

Please note that civilian employees for the Police Department are working on site on a limited schedule. Therefore, there can be some delays in the final preparations of ID cards and Purchase Permits. Please remain patient as we are working as fast as possible to get the paperwork issued in a timely manner.

# FIREARMS APPLICATION REGISTRATION SYSTEM (FARS) APPLICATION PROCEDURE FOR APPLICANTS

- **Step 1:** Follow the link to: [www.njportal.com/NJSP/fars](http://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 (references may be family members). 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 Firearm Investigation at [FIU@cliftonpolice.org](mailto:FIU@cliftonpolice.org). Provide your Name and confirmation number.
  - The fee for the INITIAL FID card is \$5.00, and the fee for each handgun purchase permit is an additional \$2.00. At this time, this payment will be made when you are scheduled to pickup your documents.
  - 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.

**\*\* Once your application investigation is complete, the Clifton Police Department will contact you for issuance of your Firearms ID Card and/or pistol purchase permit documents. (DO NOT come to headquarters if you receive an email stating the application is approved. You will be contacted to retrieve your documents after they are prepared for pick up.)**

**\* 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](mailto: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 \$5.00. **\*\*or exact change in cash\*\***

Permit to Purchase Handguns are \$2.00 EACH.

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

Meeting with Det. Son is available by appointment only.