

FIREARM APPLICATIONS

NOTE : Effective September 13, 2022, the required Course of Instruction in the lawful safe handling and storage of firearms is integrated into the application process for all **INTIAL Firearms Purchaser Identification Cards.**

Initial Firearms ID Card Applicants:

- Visit this website: www.njportal.com/NJSP/fars and complete the Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit. This can be completed using a smartphone, mobile device, laptop, or desktop computer.
- You will need the Hopewell Township Police Department ORI Number which is **NJ0110600**. You will not be able to complete the application without the correct ORI number.
- You will need information for two reputable references, including a **good e-mail address** for each reference. The FARS system will e-mail your references the questions that must be answered for successful completion of the application process. Your references can complete these questions using a smartphone, mobile device, laptop, or desktop computer. Please advise your references to complete the questions immediately upon receipt so that the process may progress. Note: references **can be family members**.

- Please **thoroughly review** all of the information you entered in the “Review” tab. If the information provided in the other tabs is incorrect, your application may not be processed and you will have to submit another application.
- You will need to be fingerprinted. After completing the “Review” tab, follow the prompts and print out the Universal Fingerprinting form which will be generated by the online system. You can make an appointment to be fingerprinted with IndentoGO or visit uenroll.indentogo.com. The Police Department does not do firearm fingerprinting.
- Please Print the Application and Confirmation Page at the end of the online application submission. Keep these documents until process is complete.
- Note: The FARS system is applicant driven. Please ensure that you have entered the **best** phone numbers and e-mail addresses for yourself and references.
- You will need to complete the Consent for Mental Health Records Search Form (SP 066) if you have **lived outside the State of New Jersey within the last 10 years**. You can find the form at this link [Form 66 Consent for Mental Health Records Search](#). Complete the form and print it out, as it will need to be hand delivered to Pennington Borough Police Department **once you are contacted by the investigating officer**.
- Non-refundable payment is required prior to the completion of the background investigation, as per NJAC 13:54-1.4. The fee for an initial Firearms ID Card is **\$50.00** and the fee for each Handgun Purchaser Permit is **\$25.00 per permit**. Payment is available via check or cash. Please bring valid proof of residence at the time of payment (i.e., NJ Driver’s License).
- Once the online application is submitted, you will receive automated e-mail’s as the background process moves along. At completion, you will receive an e-mail advising that your application has been “Approved”. **Please do not come to police headquarters until you receive a phone call advising that your Firearms ID Card or Handgun Purchaser Permits are ready. All ID cards and handgun permits are now electronic. No paper copies are available. The only reason to come to the Police Department is to pay for your documents.**

Questions for the application process can be directed to firearms@hopewelltp.org

Returning Applicants (i.e. Those with current / valid Firearms ID Cards, Change of Address, Replace Lost / Stolen ID Card, Change of Name, Change of Sex, Handgun Purchaser Permits):

- Visit this website: <http://www.njportal.com/NJSP/fars> and complete the Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit. Upon completion of the online application, you would have completed what was the S.T.S. 33 and 212A forms. This can be completed using a smartphone, mobile device, laptop, or desktop computer.
- You will need the Hopewell Township Police Department ORI Number which is **NJ0110600**. You will not be able to complete the application without the correct ORI number.
- You will need information for two reputable references, including **a good e-mail address** for each reference. The FARS system will e-mail your references the questions that must be answered for successful completion of the application process. Your references can complete these questions using a smartphone, mobile device, laptop, or desktop computer. Please advise your references to complete the questions immediately upon receipt so that the process may progress. Note: references **can be family members**.

- Please **thoroughly review** all of the information you entered in the “Review” tab. If the information provided in the other tabs is incorrect, your application may not be processed and you will have to submit another application.
- **You do NOT need to be fingerprinted.**
- Please print the Application and Confirmation Page at the end of the online application submission. Keep these documents until process is complete.
- Note: The FARS system is applicant driven. Please ensure that you have entered the **best** phone numbers and e-mail addresses for yourself and references.
- You will need to complete the Consent for Mental Health Records Search Form (SP 066) if you have **lived outside the State of New Jersey within the last 10 years**. You can find the form at this link **Form 66 Consent for Mental Health Records Search**. Complete the form and print it out, as it will need to be hand delivered to PBPD.
- Non-refundable payment is required prior to the completion of the background investigation, as per NJAC 13:54-1.4. There is **no fee** for a change of address, or **lost/stolen** Firearms ID Card. The fee for each Handgun Purchaser Permit is **\$25.00 per permit**. Payment is available via check or cash. Please bring valid proof of residence at the time of payment (i.e. NJ Driver’s License).
- Once the online application is submitted, you will receive automated e-mail’s as the background process moves along. At completion, you will receive an e-mail advising that your application has been “Approved”. **All ID cards and handgun permits are now electronic. No paper copies are available. The only reason to come to the Police Department is to pay for your documents.**

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CONCEALED CARRY PERMIT APPLICATION PROCESS

The State of NJ now allows residents to apply for a concealed carry permit. This process involves navigating to the NJ State Police website at <https://www.njportal.com/NJSP/ConcealedCarry/> . The permit is good for 2 years and then has to be renewed using many of the same steps below. You can apply for renewal up to 4 months prior to expiration.

You will need to supply: your SBI number located on your current Firearms ID card, a recent digital photograph on a light background in passport style (2x2), one training record completed within the past two years that includes the instructors name, and qualification date, your personal information to include driver’s license number and social security number, background information, contact information for four **NON-FAMILY** related references, information on the handgun(s) you will carry, and the \$200 application fee.

You need to take the Permit to Carry Safe Handling and Proficiency Certification and Use of Force training documents found on the NJSP website here:

[20230726_Firearms_Safety_and_Awarness_PPT.pptx \(live.com\)](https://www.njportal.com/NJSP/ConcealedCarry/20230726_Firearms_Safety_and_Awarness_PPT.pptx)

https://nj.gov/njsp/firearms/pdf/Use_of_Force_Training_Doc.pdf

You will need to provide a PTC Safe Handling and Proficiency certification form executed by a NJ certified firearms instructor using the CCARE protocol found here:

https://nj.gov/njsp/firearms/pdf/PTC_Safe_Handling_and_Proficiency_Certificate_Fillable.pdf

More information on the CCARE (Civilian Carry Assessment and Range Evaluation) can be found here:

https://nj.gov/njsp/firearms/pdf/CCARE_Protocol.pdf

No other forms will be accepted after December 22, 2023.

Once you submit your application on the portal it can take anywhere from 4-6 weeks for approval. You will be contacted if anything further needs to be addressed.

Questions for the application process can be directed to firearms@hopewelltp.org