



**ANDOVER TOWNSHIP POLICE DEPARTMENT**  
LAKE ILIFF ROAD  
ANDOVER TOWNSHIP, New Jersey



*Mailing Address*  
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FIREARMS APPLICATION & REGISTRATION SYSTEM (FARS)

APPLICATION PROCEDURES FOR FIREARM APPLICANTS

**Step 1:** Visit the following website. You **MUST** enter the site address as follows:

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

**Step 2:** Andover Township Police Department's ORI # is **NJ0190200**  
(You **WILL NOT** be able to complete the FARS online application **WITHOUT THE PROPER ORI #**)

**Step 3:** Complete the online application. You **MUST** enter your "**Official Name**". You cannot utilize simplified versions of your name (i.e. Joe vs. Joseph). You may complete the application using a smartphone, mobile device, laptop or desktop computer. Disclosure of your social security number and driver's license number are voluntary, however, without it, the processing of the application may be delayed. When completing the application, you will need the email addresses of two (2) reputable references (see important note on next page). Your references can be family members.

**Step 4:** Upon completion of the application, submit your payment to the Andover Township Police Department. You **MUST** appear at the Andover Township Police Department to **PAY** for your **INITIAL FID CARD** (\$5.00) and/or **HANDGUN PURCHASE PERMITS** (\$2.00 each). Your application **WILL NOT** be processed until you have **PAID** for the FID Card and/or Handgun Permits. **Non-refundable payment** is required to be made prior to the completion of the background investigation, as per NJAC 13:54-1.4.

**Step 5:** **DO NOT SHOW UP** if you receive an email advising your application is approved. FID Cards and Handgun Permits are now issued electronically. Hard copies are no longer issued.

## IMPORTANT NOTES:

\*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 progress your background investigation.

\*Make sure you have access to a printer as you may be required to print out forms.

\*The online application is applicant driven. Please ensure that you have entered the best phone numbers and email addresses for yourself and your references. If you make a mistake while applying, you can simply RE-APPLY but be advised that **all application fees are non-refundable and non-transferable.**

\*You will be receiving automated email updates throughout the process.