



FARS APPLICATION PROCEDURES FOR APPLICANTS

Step 1: Visit the website. You must enter the site address as follows:

<https://www.njportal.com/NJSP/fars>

Step 2: Enter the Lyndhurst Police Department ORI # **NJ0023200**

Step 3: Complete the online application. You may complete the application using a smart phone, mobile device, laptop, or desktop computer. When completing the application, you will need the email address of two (2) reputable references. Your references can be family members. Please print a copy of the application submission confirmation for your records.

Step 4: New firearms applicants must make an appointment for fingerprints through the State of New Jersey's fingerprint vendor. Appointments can be made online through the vendor's website. Fingerprints from other background checks (i.e. employment, volunteering, etc.) cannot be accepted in lieu of fingerprints through the vendor. All previously fingerprinted firearms applicants should complete a 212a application when prompted by the FARS system.

Step 5: You **MUST** appear at the Lyndhurst Police Department Records Bureau to pay for your initial FPIC 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. **(All payments must be made by check or money order to the Township of Lyndhurst. Cash will not be accepted).**

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

*Once your application is complete, a Lyndhurst Police Department representative will contact you.

*Please advise your references that the FARS system will email them reference questions to be answered. Your reference can complete the questions using a smart phone, mobile device, laptop, or desktop computer. Please advise them to complete the questions immediately to further your background investigation.

*The on-line application is **applicant driven**. **Please ensure that you have entered the best phone numbers for yourself and references as well as the best email address for yourself and references.**