



# LYNDHURST POLICE DEPARTMENT

367 VALLEY BROOK AVENUE

LYNDHURST, NJ 07071

[www.lyndhurstnjpolice.gov](http://www.lyndhurstnjpolice.gov)



Richard L. Jarvis

Chief of Police

Headquarters

(201) 939-2900

## FARS APPLICATION PROCEDURES FOR APPLICANTS

**Step 1:** Visit the website: [www.njportal.com/NJSP/fars](http://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. References can be family members.

**Step 4:** You can go to Lyndhurst Police Department Records Bureau (2<sup>nd</sup> floor) to pay for your initial FPIC Card and/ or Pistol Purchase Permits.

**(All payments must be check or money order made out to the Township of Lyndhurst. Cost is \$50.00 for initial ID card and \$25.00 for each permit)**

Bring your license or ID. If this is not possible you can drop off a check and a copy of your ID in the Drop Off box in the front of the Town Hall. Your application **WILL NOT** be processed until you have **PAID**. Non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4.

\*You will be receiving automated email updates throughout the process including when you are approved.

\*You will be able to print or screen shot your ID card so you can have it on your phone. There are no more paper ID cards or permits. You can go to the dealer and he will be able to search for active permits. They expire in 90 days but the State will automatically give you an additional 90 days at that point. There will be only 1 extension, after that they will be void.

\*Please advise your references that the FARS system will email them reference questions to be answered. Your references 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.