



# Sea Isle City Police Department

233 John F. Kennedy Boulevard, 1<sup>st</sup> Floor

Sea Isle City, New Jersey 08243

Police: (609) 263-4311

[www.seaislecitynj.us](http://www.seaislecitynj.us)

Thomas McQuillen  
Chief of Police

## NEW PROCEDURE FOR OBTAINING A FIREARMS APPLICATION

The State of New Jersey has implemented a new online system for firearms permit applications known as Firearms Application and Registration System or FARS. Below are the steps one should take in order to obtain a firearms permit. The process below will streamline your application and limit the potential need to make multiple trips to the police department.

FARS Application Procedures for Applicants:

Step 1: Visit the website (you must enter the site address as follows):  
[www.njportal.com/njsp/fars](http://www.njportal.com/njsp/fars)

Step 2: you will be asked about our ORI # . Please type in **NJ0050900**.  
(You **will not** be able to complete the FARS online application without the proper ORI#)

Step 3: Complete the online application. You may complete the application using a smartphone, mobile device, laptop or desktop computer. When completing the application you will need the email addresses of 2 reputable references. Your references can be family members.

Step 4: You **MUST** appear at the Police Department to **PAY** for your INITIAL FID 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.

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### PLEASE NOTE:

- You will be receiving automated email updates throughout this new process.
- Once your application is complete, a station representative will contact you to retrieve your FID card and/or pistol purchase permit documents.
- 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.
- The online application is applicant driven. Please ensure that you have entered the best phone numbers for yourself and references as well as the best email addresses for yourself and references.