Firearms Application & Registration System (FARS) Procedures for Applicants

Step 1: Visit the following website maintained by the NJ State Police:  www.njportal.com/NJSP/fars

Step 2: Please ensure that the agency ORI number is correct when submitting your application. If an incorrect ORI number is entered, your application will not be processed. You will be required to re-apply using the correct ORI number and pay for the process again as a refund cannot be issued.

Montclair Police ORI #:  NJ0071300

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.

If you have never been fingerprinted before for firearms purposes, you will need to go for fingerprinting with the Universal Fingerprint Form that will be generated after successful submission of the FARS application. However, if you have been fingerprinted before FOR FIREARMS PURPOSES, upon completion of this form and payment, you would have completed both S.T.S 033 and 212A requirements.

Step 4: Once an application is complete, the applicant will be contacted to retrieve the requested licensing. You MUST appear at the Montclair Police Department to pay the non-refundable fee for an Initial FID Card and/or Pistol Purchase Permits as per NJAC 13:54-1.4. Applicants must provide photo identification and/or proof of residency at this time.

Firearms Identification Card (Initial Only): $5.00
Handgun Purchase Permits $2.00 each

- Applicants will receive automated email updates throughout the FARS application process.
- Once an application is complete, the applicant will be contacted to retrieve the requested licensing.
- 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 on-line application is applicant driven, please ensure that you have entered the best phone numbers and email addresses for yourself and your references.

The 30-day time parameter begins once the investigation is complete and a recommendation for approval or denial is established.

Please direct any questions to either of the below listed Montclair Police personnel
Det. Thomas Liloia (973) 509-4712  or  Det. Timothy Lee (973) 509-4711