



Montclair
Police Department
647 Bloomfield Avenue
Montclair, New Jersey, 07042



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: 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 address, phone number, and email addresses of two reputable references. When prompted, please ensure that the correct agency “**ORI Number**” is entered when submitting your application. If an incorrect ORI number is entered your application cannot be processed. We cannot refund NJSP/FARS fees.

Montclair Police ORI #: NJ0071300

If you have never been fingerprinted before for firearms purposes, you will need to go for fingerprinting. A Universal Fingerprint Form that will be generated after successful submission of the FARS application. However, if you have been fingerprinted before FOR FIREARMS PURPOSES, you will only need your SBI number for application purposes.

Step 3: Once you have submitted your FARS application you must respond to Police Headquarters, 647 Bloomfield Avenue, in order to pay the non-refundable fee for the requested licensing as per NJAC 13:54-1.4. This may be done weekdays between 8:30am to 4:30pm. Applicants must provide photo identification and proof of residency at this time. Applications will not be processed until identification is verified and payment is received. Failure to provide ID and/or make payment within 90 days of application submission date will result in your application being WITHDRAWN.

Firearms Identification Card (Initial FID Only): \$50.00 • Handgun Purchase Permits: \$25.00 • Permit to Carry a Handgun: \$200.00 (\$50.00 is payable to the NJSP upon application and \$150.00 is payable to Montclair). Please take note that the FARS system/NJSP may charge name check fees/administrative fees in addition to any fee listed above.

Step 4: Once an application is complete, the applicant will be contacted by the NJSP regarding delivery of any permit.

IMPORTANT NOTE: Fees charged by the NJSP/FARS system are **NOT** refundable. If you fail to submit fingerprints or respond to Montclair Police to provide identification within 90 days of application, your application will be **WITHDRAWN**. Although you may submit a new application, any fees associated with the initial application are not refundable.

The 30-day time parameter begins once the application is completely submitted, including all steps above, reference submissions, and mental health records are returned (if applicable).

Please direct any questions to either of the below listed Montclair Police personnel
Det. Macheo McClean (973) 509-4726 or Det. Timothy Lee (973) 509-4711