



FRANKLIN BOROUGH POLICE DEPARTMENT

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APPLICATION INSTRUCTIONS FOR FIREARMS PERMITS AND REGISTRATION

THE FIREARMS APPLICATION PROCESS IS NOW ELECTRONIC. PLEASE FOLLOW THE INSTRUCTIONS BELOW FOR THE FIREARMS REPORTING SYSTEM (FARS) APPLICATION.

- Step 1:** Visit <https://www.njportal.com/NJSP/fars>
- Step 2:** When you log on, you must enter the Franklin Borough Police Department's Originating Agency Identifier (ORI) number, which is **NJ0190600**.
- Step 3:** Complete the online application using a smartphone, mobile device, laptop, or desktop computer.

First time applicants: You can apply for your Firearms Identification Card (FID) and Permit to Purchase Handguns at the same time, so please make sure to check off both boxes if you wish to do so.

The FID card allows you to purchase long arms and ammunition for both long arms and handguns. The FID card is valid for ten (10) years. Each Permit to Purchase Handguns allow you to purchase one (1) handgun and is valid for up to 180 days. You can purchase one (1) handgun in a 30-day period.

Once you complete your application, you will be directed to set up a fingerprint appointment at an IdentoGO facility. Payment for your fingerprints will be collected at the fingerprint facility. See below instructions on how to schedule your appointment.

- Step 4:** Prior to the execution of your electronic FID card and/or electronic permits, you will be required to pay for your FID card and permits. As of December 22, 2022, the cost of the initial FID card is \$50.00 and the cost of a Permit to Purchase a Handgun is \$25.00 per permit.

Payment is accepted via electronically via [MuniciPay](#) (recommended) or in person at police headquarters (credit card, personal check, or money order only). **CASH WILL NOT BE ACCEPTED**.

Core Values

Integrity • Respect • Service • Fairness



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Note: Once your background check is complete, and your application is ready for approval, you will be notified by our Records Clerk to pay for your FID card and/or Permit(s) to Purchase a Handgun. Once your payment is received, your application will be approved, and the automated email will be released. You will need to retrieve your electronic FID card by opening the link provided in the email and download and/or print the card for your records. Your electronic Permit(s) to Purchase a Handgun will be available for execution at a Federally Licensed Firearms Dealer. The link for your electronic FID card will be active for one (1) year after issuance.

References: Please advise your references they will receive an automated email questionnaire to be answered. Please advise them to complete the questionnaire immediately to fast-track your background investigation.

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

HOW TO SET UP YOUR FINGERPRINT APPOINTMENT WITH IDENTOGO

From the homepage, select "Get Fingerprinted" and select New Jersey from the drop-down list.

- Select "Digital Fingerprinting" to proceed to the proper appointment
- Enter Service Code **2f164b**
- Schedule or Manage Appointment
- Our Originating Agency Number (ORI) is **NJ0190600**
- **You will also need a Contributor's Case number which must be obtained by from the Franklin Borough Police Department. You cannot proceed without this number**

Questions and additional information regarding the process may be obtained by calling the Franklin Borough Police Department Records Section at (973) 827-9635 or by emailing firearms@franklinpd.org.

Please do not respond to police headquarter regarding this process unless you are requested to do so by a representative of the Franklin Borough Police Department.