

Firearms Application & Registration System (FARS)



Instructions for Out-of-State Residents

If you are only attempting to apply for a concealed carry permit as an out-of-state resident, do not use these instructions and do not apply to this website. There are separate instructions listed on the NJSP website and Conceal Carry website that instruct applicants on how to apply for a concealed carry permit. These are general instructions on how to apply for purchasing a firearm. These instructions are likely to change in the future to assist an applicant in applying for the following:

The Firearms Application & Registration System (FARS) is used to process the following types of applications:

- Initial Firearms Purchaser Identification Card (Firearms Identification Card)
- Permit to Purchase a Handgun (**Not applicable for out-of-state residents**)
- Change of Address on Firearm Purchaser Identification Card
- Change of Name on Firearm Purchaser Identification Card
- Replacement for Firearms Purchaser Identification Card (for lost, stolen or renewal)
- Register handgun(s) with change of residency to New Jersey / Voluntary Registration (**Not Applicable for out-of-state residents**)
- Change of Sex on Firearm Purchaser Identification Card

A **Firearms Purchaser Identification Card**, also known as a **Firearms Identification Card**, can be used to purchase long guns and ammunition at New Jersey licensed gun dealers. If you have never applied and been **approved** for any of the above selections, then you will apply for an Initial Firearms Purchaser Identification Card and any other selections that you are attempting to obtain. You may select multiple of the above-listed application options for the same application.

Background Check Fee: Firearms application background checks have two types of fees, and all applications are subject to one of them. **Initial** applicants are fingerprinted by Identogo, an outside vendor, for their background fee. The fee for the background check that is conducted is paid to Identogo at the time of your fingerprint appointment. Due to some New Jersey Identogo locations having a backlog of applicants, applicants can choose to be fingerprinted outside of New Jersey to have their background checks completed at a sooner date. Applicants fingerprinted outside of the State of New Jersey pay an additional fee that is also paid to Identogo at the time of your fingerprint appointment. Any **subsequent** application has a twenty-one (21) dollar online background check paid at the end of your online application in FARS via credit card. This is in addition to the fee of the application request. The twenty-one (21) dollar fee includes a three (3) dollar service fee and an eighteen (18) dollar 212A statutory fee.

Firearms Application & Registration System (FARS)



Instructions for Out-of-State Residents

The following types of applications may have additional fees as well as a background fee:

- **Initial Firearms Purchaser Identification Card**: All Initial Firearms Purchaser Identification Cards submitted after 10/25/2022 shall display a color photograph and shall expire during the tenth calendar year following its date of issuance. Any subsequent approved applications shall renew the Firearms Purchaser Identification Card for an additional ten years. Initial applications require you to be fingerprinted and upload an acceptable photograph. Review the section in these instructions pertaining to acceptable photographs and the fingerprint process. Review the section for a proper photograph and fingerprint process instructions due to the number of applications submitted that do not meet the acceptable standard and are cancelled without a refund. The fee for an Initial Firearms Purchaser Identification Card application is fifty (50) dollars. This fee is paid at the time of the submission of your online application. An additional background fee will apply to this application.
 - DO NOT apply for an Initial Firearms Purchaser Identification Card once you have been **approved** for an Initial Firearms Purchaser Identification Card. If you need to update your Firearms Purchaser Identification Card (i.e. Change of Address, Change of Name etc.), you will apply requesting the specific change(s).
- **Permit to Purchase a Handgun**: This does not apply to out-of-state residents. You cannot buy a handgun in the State of New Jersey as an out-of-state resident.
- **Change of Name, Change of Address, or Change of Sex on Firearms Purchaser Identification Card**: Applicants must first update their state identification or driver's license before applying. Your current identification information must match the information you will submit in your application except in instances your full name was not listed by the issuing identification agency.
Example: Applicant's identification displays the name "Christoph" instead of Christopher because New Jersey Motor Vehicle Commission had a character limitation prior to becoming compliant to Federal REAL ID standards. In this instance, you will apply as your legal first name "Christopher".

Applicants that legally changed their name, address, or sex, from the information previously listed on their Firearm Purchaser Identification Card must apply to update their information prior to making a purchase. There is no fee for the change of information, however, a twenty-one (\$21.00) dollar background fee must be paid at the time of your online application.

Firearms Application & Registration System (FARS)



Instructions for Out-of-State Residents

- **Register handgun(s) with a change of residency to New Jersey / Voluntary Registration:** This does not apply to Out-of-State residents. “Registration of handguns owned by new residents. Any person who becomes a resident of this State following the effective date of P.L.2022, c.52 and who transports into this State a firearm that the person owned or acquired while residing in another state shall apply for a firearms purchaser identification card within 60 days of becoming a New Jersey resident, and shall register any handgun so transported into this State within 60 days as provided in this subsection.”
- **Outstanding fees:** As an out-of-state resident, your application is automatically assigned to a New Jersey State Police Station. All fees are paid at the time of your application via debit card or credit card. The fees that were paid are listed on the confirmation page after you submit payment for your online application. Fees are also listed in the confirmation email that you receive after you apply.

REQUIREMENTS & INFORMATION FOR APPLYING TO FARS

Out of State Applicants: If you live outside of the State of New Jersey and are not a dual resident, your application will be automatically assigned to one of eighteen (18) NJSP Stations upon submission. You will be notified of which NJSP Station your application was assigned to via your application confirmation page, that is displayed after the online payment page, and the confirmation email sent to you.

ORI Number: An ORI (Originating Agency Identifier) number is a unique number assigned to each police department and State Agency in New Jersey. It is used for online applications for various types of licensing, such as firearms or security guards. Out of State residents who are NOT dual residents must select "No" to the question “**Are you a New Jersey resident or a dual resident**”. You will not be able to enter an ORI number because you are not a NJ resident or dual resident of the State of New Jersey. As a result, your application will be assigned to a New Jersey State Police ORI automatically. Your confirmation page will list the NJSP station your application has been assigned to once you pay the fees and submit your application. You will also receive an email notifying you of the same information listed on the confirmation page which includes the fees paid, confirmation number, and NJSP ORI your application has been assigned to after you submit your application.

SBI Number: State Bureau Identification Numbers are assigned to applicants after they are fingerprinted for any firearms application. You will be required to enter your SBI number that was generated after you were fingerprinted if this is not your first time applying. You do not need to be fingerprinted again unless

Firearms Application & Registration System (FARS)



Instructions for Out-of-State Residents

you are advised of an issue with your past fingerprints. Your SBI number is listed on any past Firearms Purchaser Identification Card or other firearm document you received after applying. If you cannot locate your SBI number, email us at FirearmsInvestUnit@njsp.gov to obtain your SBI number. Please provide your driver's license number or state identification number including the **state** listed on your identification, name as it appears on your identification, and cell phone number. Enter the following into the subject line of your email: "SBI number request, out of state FARS".

Fingerprinting: After selecting the type of application, you will be asked, "Have you been fingerprinted for firearms in New Jersey before?" To clarify, this means if you have been fingerprinted anywhere, not specifically New Jersey, for a New Jersey firearms application.

- ◆ **If you HAVE been fingerprinted in the past for a New Jersey firearms application**, click "yes" to the fingerprint question and you will be required to enter your SBI number that was generated a few days after you were fingerprinted. You do **not** need to be fingerprinted again unless you are advised of an issue with your past fingerprints. Your SBI number is listed on any past Firearms Identification Card or other firearm document you received after applying. If you cannot locate your SBI number, email us at FirearmsInvestUnit@njsp.gov to obtain your SBI number. Please provide your driver's license number or state identification number including the **state** listed on your identification, name as it appears on your identification, and cell phone number. Enter the following into the subject line of your email: "SBI number request, out of state FARS".
- ◆ **If you have NEVER been fingerprinted for any New Jersey firearms application**, you will answer "no" to the question and will **not** be prompted to enter an SBI number. After you submit your application, you will receive details of how to be fingerprinted on your confirmation page and confirmation email. The confirmation page and confirmation email have a confirmation number, contributor's case number, ORI number, instructions on how to get fingerprinted, and payment amount that were already paid. As an out-of-state resident, your application is assigned to a New Jersey State Police Station. The fees are all submitted online at the time of your application which is listed on your confirmation page. It is important to note you have ninety days to be fingerprinted by Identogo or your application will be **cancelled** without a refund. The background investigation into your application **does not start** until you are fingerprinted, and the fingerprints are received electronically by the NJSP Station. Due to errors and issues with fingerprint processing, it is a good idea to **wait at least ten days** after fingerprinting to confirm with the NJSP Station handling your application that your fingerprints have been received. The longer you wait to be fingerprinted, the more applications

Firearms Application & Registration System (FARS)



Instructions for Out-of-State Residents

will be in front of your application regardless of the date you submitted your application. Your application will not start being investigated until you have been fingerprinted. Your application is deemed complete when the NJSP Station handling your application has all necessary information from their background requests, fingerprints, and fees. You do not need to contact us for your SBI number. The NJSP Station email addresses are listed on page 8 of this document.

Training Requirements: While applying online, you will be responsible for reviewing the [Firearms Safety & Awareness](#) power point that is integrated into the website application. It is suggested you review this before applying online due to the volume of information. You can also find the above listed training doc by using the following website link: [20230726_Firearms_Safety_and_Awarness_PPT.pptx](#)

Photograph: Photographs must be uploaded for initial applications submitted after 10/25/2022. Upload a recent, clear color image of your face taken within the last six (6) months. The photograph should resemble the one displayed on your driver's license or passport. However, **DO NOT** use the photographs from those identifications as your image. The uploaded photograph **MUST** be taken in civilian attire against a light background, without wearing a hat or glasses. Please crop your photo to a square headshot prior to uploading it to your online application to avoid distortion.

You may upload a recent clear selfie or headshot with no one else in the photo, provided that the image adheres to the above-listed requirements. Applications submitted with a photograph that do not meet the requirements may be cancelled. Please note that there are no refunds for cancelled applications.

Mental Health Consent Form: If you have lived outside of the State of New Jersey in the last ten (10) years or if an outside entity requests a mental health consent form, you will be requested by your assigned NJSP Station to fill out the following form(s): [Form SP-066](#) (Consent for Mental Health Records). You are only filling out **part one** of this form. The "investigating police department" is the NJSP Station processing your application. The "witness" part on this form can be printed and signed by anyone. It does not need to be witnessed by a member of the NJSP. For additional addresses, list them on page 2. This form is available at <https://www.nj.gov/njsp/firearms/fars.shtml>

It is important to note that some cities such as Philadelphia, PA and states such as New York State require their own mental health consent form to be filled out to complete their background check. If you currently reside or lived in the city of Philadelphia or the State of New York in the last ten years, you may be asked to fill out their mental health form(s) and submit it to the NJSP Station processing your application. Those

Firearms Application & Registration System (FARS)



Instructions for Out-of-State Residents

forms are also located on our NJSP website when you click the following link.

<https://www.nj.gov/njsp/firearms/fars.shtml>

References: A questionnaire will be sent to the email addresses of the references you listed in the online application, and they may also be contacted for further clarity. If they do not respond in a timely manner, your application will not be processed. **Confirm you have the right information for your references before starting the application.** You will need their first name, middle initial, and last name. You will also need their address, phone number, and email address. If you have entered incorrect information when submitting your application, contact the NJSP Station processing your application to update your application.

Contact information: For questions or issues about your application, contact the New Jersey State Police Station that was assigned to your application. After submitting your application online, you will be required to enter payment information. After the payment information is entered, the final page is the confirmation page. The confirmation page, and automatic email from the website after submitting the application, display the NJSP Station that you applied to that will be processing your application, as well as confirmation your application has been submitted. Contact the NJSP Station that is handling your application for any updates or issues with your application.

Background Check: All firearm applications are subject to an extensive background check to ensure that the applicant is not subject to any of the disabilities set forth in statute 2C:58-3(c)(1-15).

NJSP Stations have different amounts of responsibilities, and a different number of applications assigned to them depending on the area that they serve. Firearm applications are one of the many responsibilities assigned to NJSP Stations. Therefore, the backlog varies depending on the emergency services each NJSP Station is handling as well as the following factors:

- The number of applications prior to your application.
- Response time from different agencies that are required to be contacted.
- Criminal, civil, and mental health issues that need to be properly documented.
- Response time from you, or your references, if there is an issue.

The falsification of information on any part of the application is a violation of N.J.S. 2C:39-10c and is a crime of the 3rd Degree. Any Falsification may result in criminal charges.

Firearms Application & Registration System (FARS)



Instructions for Out-of-State Residents

Helpful Tips/Information:

As listed in the above directions, please make sure to have all relevant documentation, files, and credit card information before you start your application. Your session will time out after 15 minutes of inactivity in any of the individual tabs or sections.

Approved Applications: The automated system will email you once your application is complete. All Firearms Purchaser Identification Cards are now electronic. You will receive access to your Firearms Purchaser Identification card in your approval email. Please download and/or print your ID card. You have access to this link for one year before it expires.

Additional information needed for your application

- Personal information: Including social security number, driver's license number or state identification number, employment information, and the last ten years of addresses you have resided (Month/Year & City/State). List the best phone number and email for yourself because you may be contacted.
- Citizenship documentation (Alien Registration Number) if applicable.
- Communication: You will be receiving automated email updates throughout the process. Automated emails will include a confirmation email, emails about the completion of reference questionnaires, an email if not fingerprinted in the 90-day window, and the approval/denial/withdrawn email. You may also receive emails from the NJSP Station handling your application for specific items or forms to fill out. **There is no excuse for not checking your email because this is the preferred communication for some NJSP Stations working shift work.** Please check your junk mail and voice mail as well. After attempting to communicate with the applicant and the NJSP Station does not receive a response, your application will be subject to cancellation.
- After the applicant enters all required information, a review page appears where the applicant can edit all information entered into the application prior to final submission. The applicant should also print both the confirmation page and application at the end of the process. This is for documentation if an issue arises with your application. If you enter the wrong spelling of your name, enter the wrong date of birth, or wrong social security number, your application will be cancelled. This information cannot be edited, even if your application is still pending. If you enter the wrong address and your application is approved with the wrong address, you will not be able to use your firearms credentials.

Firearms Application & Registration System (FARS)



Instructions for Out-of-State Residents

Contact Information for New Jersey State Police Stations: If you apply or have applied to a NJSP Station, do not call or show up at the NJSP Station because they will not be able to assist you. Applications are no longer handled by personnel at NJSP Stations as of March 2025. If you have an issue with your application, please email the station assigned to process your application. The station email accounts are monitored by the NJSP Firearms Investigation Unit personnel processing the station applications. If your email does not pertain to the NJSP Station firearms duties, you may not receive a response. The following link contains contact information for the NJSP Stations that handle firearms for their jurisdictions.

<https://nj.gov/njsp/firearms/ori-list.shtml>

(Note, the NJSP contact information is also listed on your confirmation email and confirmation page.)

How to submit your application: Once you are ready to apply, you can click on this link:

<https://www.njportal.com/NJSP/FARS>

If you still have questions after reviewing this information involving how to apply, email firearmsinvestunit@njsp.gov. If you have already applied, contact the NJSP Station processing your application.