

Retail Firearms Dealer – E-Permit Execution: One permit

- 1) Run a NICS Check as you normally would. Click on NICS Home.

The screenshot shows the NICS ONLINE website interface. At the top, there is a dark blue header with the State of New Jersey seal on the left, the text "STATE OF NEW JERSEY NEW JERSEY STATE POLICE NICS ONLINE" in the center, and the State Police NJ logo on the right. Below the header, a navigation bar contains the text "Account Admin - 3550" on the left and "FARS Home", "NICS Home", "Manage Account", "Help", and "LogOff" on the right. The main content area features a "Main Menu" button with a home icon, followed by "NICS Home" and "FARS Home" buttons. At the bottom, a grey footer contains contact information for the New Jersey State Police, support links (Help & FAQs, New Jersey State Police Website, Office of the Attorney General Website), and policy links (Privacy Policy, Accessibility Policy, Security Policy), along with a small map of New Jersey.

- 2) Click on Request Form

The screenshot shows the "National Instant Criminal Background Check System (NICS)" page. It includes a heading "National Instant Criminal Background Check System (NICS)", a paragraph stating "You can submit the NICS request and search for any submitted request from the links below.", and a "Please Note:" section with three bullet points: "Real-time validation is performed for the purchaser's SBI Number with New Jersey's Master Name Index file records. NICS Check request can be submitted only if the information entered matches with this records system.", "Any request that can't be processed will be marked 'Deficient'. These returns can be accessed from the 'Deficient Requests' queue. They will need to be resubmitted with the required information to be processed. However, information used in real-time validation for SBI Number can NOT be updated while resubmitting.", and "DO NOT make multiple submissions. There are no refunds for multiple submissions of the same request." Below the text are four orange buttons with arrows: "Request Form →", "Transaction Search →", "Deficient Requests →", and "Delayed Requests →".

3) Enter the required information and click Continue.

New Jersey State Police National Instant Criminal Background Check System Requests

Personal Contact Review

Complete All Required Fields [*]

Personal Information

First Name *

Last Name *

Do you have a VALID Driver License? (The license must not be suspended or revoked)
 Yes
 No

SBI Number *

Social Security Number

Date of Birth *

Sex *
Select ▾

Race *
Select ▾

Type of Purchase * (select one)
Select ▾

Is the purchaser a United States Citizen? *
 Yes
 No

Verifier's Full Name *

Continue → Cancel x

4) Certain exceptions may apply, indicate the information accordingly.

Type of Purchase * (select one)
Hand gun - sold by Dealer ▾

Is the purchaser a United States Citizen? *
 Yes
 No

Is purchaser a police officer for a Federal, State or Local Law Enforcement Agency and at least one of the firearm is being purchased for use in actual performance of Law Enforcement Duties?
 Yes
 No

Is purchaser applying for more than one handgun within a 30 days' period? *
 Yes
 No

A dealer shall not knowingly deliver more than one handgun to any person within any 30-day period pursuant to N.J.S. 2C:58-2a(7) unless the purchaser is a law enforcement officer or has exemption approved by Superintendent of the State Police to purchase multiple handguns.

Verifier's Full Name *

Continue → Cancel x

5) Continue to provide the required information, Click Continue.

New Jersey State Police National Instant Criminal Background Check System Requests

Personal Contact Review

Complete All Required Fields [*]

Address information

Address 1*

Address 2

City*

State*
New Jersey

Country*
United States

Zip code*

Phone information

Applicant's Phone

Example: 999-999-9999 or 9999999999

Continue --> -- Go Back Cancel x

6) Verify the information and click Continue.

New Jersey State Police National Instant Criminal Background Check System Requests

Personal Contact Review

Complete All Required Fields [*]

Purchaser Personal Information

Full Name	[REDACTED]
Driver License State	NJ
Driver License Number	[REDACTED]
Sbi Number	[REDACTED]
Social Security Number	[REDACTED]
Date of Birth	[REDACTED]
Sex	[REDACTED]
Race	[REDACTED]
Type of purchase	HAND GUN - SOLD BY DEALER
Is United States Citizen?	YES
Is purchaser a police officer for a Federal, State or Local Law Enforcement Agency and at least one of the firearm is being purchased for use in actual performance of Law Enforcement Duties?	NO
Is applying for more than one handgun within a 30 days' period?	NO
Verifier's Full Name	DEALER

[Edit Purchaser](#)

Contact Information

Address 1	[REDACTED]
Address 2	[REDACTED]
City	[REDACTED]
State	[REDACTED]
Zip Code	[REDACTED]
Country	[REDACTED]
Phone	[REDACTED]

[Edit Contact](#)

Continue --> Cancel x

7) Enter payment information. Submit Payment.

Payment

Payment Type

Payment Type *
Credit Card ✓

Next >

Customer Information

Payment Info

Cancel

Payment

Payment Type ✓
Credit Card

Customer Information

Country: United States Complete all required fields [!]

First Name *
Last Name *
Company Name
Address *
Address 2
City *
State: Stk
ZIP/Postal Code *
Phone *
Email *
rich@qigpm.com

Next >

Payment Info

Cancel

Payment

Payment Type ✓
Credit Card

Customer Information ✓

Address: [Redacted] Phone: [Redacted]
Country: United States Email Address: Dealer@Dealer.Com

Payment Info Complete all required fields [!]

Credit Card Number *
Expiration Month *
Expiration Year *
Security Code *
Name on Credit Card *

Credit Card Type
Visa, Mastercard, American Express, Discover

Next >

Cancel

Payment

Payment Type ✓

Credit Card

Customer Information ✓

Address ✓ Phone ✓

Country: United States Email Address: Dealer@Dealer.Com

Payment Info ✓

Credit Card: Visa Exp: [Redacted] Name on Credit Card: Dealer ✓

[Cancel](#) [Submit Payment](#)

8) Review Confirmation and Receipt.

Confirmation & Receipt

Your NICS request is complete! The form will be submitted to the New Jersey State Police NICS Operation Center for processing. You will receive a Confirmation Dealership Email for this request. You can login to your account to check the current status at any time.

You will get another email when the NICS Operation Center has processed this request.

Transaction Information

Transaction Date: Tuesday, September 8, 2020 5:21 PM
 Amount: \$16.00
 Billing Number: 20252000321

Purchaser Information

Name: [Redacted]
 Address: [Redacted]
 Type of Purchase:
 SBI Number:

[Make another request →](#)

9) Verify the NICS Check was processed and approved. Click Transaction Search.

National Instant Criminal Background Check System (NICS)

You can submit the NICS request and search for any submitted request from the links below.

Please Note:

- Real-time validation is performed for the purchaser's SBI Number with New Jersey's Master Name Index file records. NICS Check request can be submitted only if the information entered matches with this records system.
- Any request that can't be processed will be marked 'Deficient'. These returns can be accessed from the "Deficient Requests" queue. They will need to be resubmitted with the required information to be processed. However, information used in real-time validation for SBI Number can NOT be updated while resubmitting.
- DO NOT make multiple submissions. There are no refunds for multiple submissions of the same request.

[Request Form →](#) [Transaction Search →](#) [Deficient Requests →](#) [Delayed Requests →](#)

10) Search by date range or any other available criteria.

Dealer Search

Transaction Search Criteria

Search Criteria

Transaction Date
 Purchaser Information
 Billing Number

Start Date:
 End Date:

Status

Submitted
 Approved
 Delayed
 Denied
 Deficient
 Closed

[Search →](#) [Cancel X](#)

11) If the Status shows approved, you may move on to the E-Permit Execution. Click on FARS Home.

STATE OF NEW JERSEY
NEW JERSEY STATE POLICE
NICS ONLINE

Account Admin - 3550 FARS Home NICS Home Manage Account Help LogOff

Search Results

Search Criteria

Start Date: 09/08/2020
End Date: 09/08/2020

Transaction Summary

Total Transactions: 2
Total Transaction Amount: \$32.00

Results

Transaction Date	Billing Number	Purchaser Name	STN Number	SBI Number	Status	Details
9/8/2020 2:24:51 PM	20252000320	[REDACTED]	123456789000000	[REDACTED]	Approved	
9/8/2020 5:21:25 PM	20252000321	[REDACTED]	2021549852015	[REDACTED]	Approved	

Download Cancel x

12) You will see three options for FARS Home. For executing one E-Permit, Click Handgun Permit Execution.

🏠 Main Menu for Firearms Permit Applications

Handgun Permit Execution

Multiple Handgun Exemption Applications

Executed Permit Search

13) Enter the purchasers SBI Number, Date of Birth and One Permit.

Start NICS Check Select Permit Handgun Information Review

Permit to Purchase a Handgun & Form of Register

Start Permit Execution

SBI Number *
123451234512345

Date of Birth *
mm/dd/yyyy

Permit Type *
 One Permit
 Multiple Permits

Continue Back

14) If the purchaser is a law enforcement officer, indicate it now. Click Continue.

Start NICS Check Select Permit Handgun Information Review

Permit to Purchase a Handgun & Form of Register

Start Permit Execution

SBI Number *
[Redacted]

Date of Birth *
[Redacted]

Permit Type *
 One Permit
 Multiple Permits

Is purchaser a police officer for a Federal, State or Local Law Enforcement Agency and at least one of the handgun is being purchased for use in actual performance of Law Enforcement Duties?
 Yes
 No

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15) If the applicant executed an E-Permit within the last 30 days, the system will flag the applicant and will not allow the transaction to move forward until the 30 days has elapsed.

Start NICS Check Select Permit Handgun Information Review

Permit to Purchase a Handgun & Form of Register

Start Permit Execution

SBI Number *
[Redacted]

Date of Birth *
[Redacted]

Permit Type *
 One Permit
 Multiple Permits

Is purchaser a police officer for a Federal, State or Local Law Enforcement Agency and at least one of the handgun is being purchased for use in actual performance of Law Enforcement Duties?
 Yes
 No

A permit has been executed in the past 1 days period for this purchaser. Without an exemption, another permit can't be executed until after the lapse of 1 days from the last permit executed

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16) Prior to selecting the permit for execution, you must select the correct approved NICS Check to link to the permit. Typically you will only see one valid NICS Check per SBI number. After selecting the NICS Check, Click Continue.

Start NICS Check Select Permit Handgun Information Review

Permit to Purchase a Handgun & Form of Register

NICS Check

SBI Number [Redacted]

Date of Birth [Redacted]

NICS Checks Processed in past 3 days for Handguns

Confirmation Number	Status	Status Date	Executed	Law Enforcement Officer	Multiple Handguns
<input checked="" type="radio"/> 20252000320	Approved	9/8/2020	Yes	No	No
<input checked="" type="radio"/> 20252000321	Approved	9/8/2020	No	No	No
<input type="radio"/> 20252000322	Approved	9/8/2020	No	No	Yes (2)

[Continue](#) [Back](#) [Cancel](#)

17) Click on the correct application with available permits. You will only be able to select an active application that corresponds to the type of purchase being conducted. Verify the information associated with the application and permits. After selecting and verifying the information, Click Continue.

Start NICS Check **Select Permit** Handgun Information Review

Permit to Purchase a Handgun & Form of Register

Select Permit

SBI Number [REDACTED]
Date of Birth [REDACTED]

Active Firearm Permit Applications Available

	Confirmation Number	Purchaser Name	Expiry Date	Total Permits	Available Permits	MHE Status
<input type="radio"/>	2024000514	[REDACTED]	9/11/2020	5	5	Approved (5)
<input type="radio"/>	2024400519	[REDACTED]	9/11/2020	4	4	Approved (2)
<input checked="" type="radio"/>	2024700528	[REDACTED]	9/9/2020	4	2	Not Applicable
<input type="radio"/>	2025200545	[REDACTED]	9/11/2020	4	3	Not Applicable

Permit Information

Expiry Date 09/09/2020
Issuing Agency [REDACTED]
Address of Issuing Agency [REDACTED]

Purchaser Information

Name [REDACTED]
Address [REDACTED]
Date of Birth [REDACTED]
Sex [REDACTED]
Race [REDACTED]
Height [REDACTED]
Weight [REDACTED]
Eye Color [REDACTED]
Hair Color [REDACTED]
Occupation [REDACTED]

[Continue](#) [Back](#) [Cancel](#)

18) You will now be prompted to enter the handgun information. Click Add Handgun Information.

Start NICS Check Select Permit **Handgun Information** Review

Permit to Purchase a Handgun & Form of Register

Handgun Information

[+ Add Handgun Information](#)

[Continue](#) [Back](#)

19) Enter the Serial Number, Caliber, Make and Model of the handgun. If the handgun is an antique and does not have a serial number check the corresponding box.

Start NICS Check Select Permit Handgun Information Review

Permit to Purchase a Handgun & Form of Register

Handgun Information

Serial Number	Caliber *	Make *	Model *
<input type="text" value="XXXXXXXX"/>	<input type="text" value="Caliber"/>	<input type="text" value="Make"/>	<input type="text" value="Model"/>
<input type="checkbox"/> This handgun does not have a Serial Number.			

+ Add Handgun Information

Continue Back

20) You may only add information for one handgun based on the purchase type selected in the beginning of this process. The system will not allow more than one handgun.

Start NICS Check Select Permit Handgun Information Review

Permit to Purchase a Handgun & Form of Register

Handgun Information

Serial Number	Caliber *	Make *	Model *
<input type="text" value="XXXXXXXX"/>	<input type="text" value="Caliber"/>	<input type="text" value="Make"/>	<input type="text" value="Model"/>
<input type="checkbox"/> This handgun does not have a Serial Number.			

+ Add Handgun Information

Not allowed to add more than 1 Handgun information

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21) All the fields are free text; however, caliber and make will offer suggestions based on the information entered. For common caliber and makes, this function will help keep a consistent record. Once entered, and double checked for accuracy, click Continue.

Start NICS Check Select Permit Handgun Information Review

Permit to Purchase a Handgun & Form of Register

Handgun Information

Serial Number	Caliber *	Make *	Model *
<input type="text" value="123456789"/>	<input type="text" value="9mm Luger or 9mm X 19mm"/>	<input type="text" value="Glock"/>	<input type="text" value="19"/>
<input type="checkbox"/> This handgun does not have a Serial Number.			

+ Add Handgun Information

Continue Back

22) Review all the information for accuracy. You will have the ability to correct any errors before memorializing the transfer. If everything is correct, check the box declaring the information is accurate and click Continue.

Start NCS Check Select Permit Handgun Information **Review**

Permit to Purchase a Handgun & Form of Register

Review all entered information below. If changes need to be made, click the appropriate EDIT button

Review

Start

SBI Number [REDACTED]
Date Of Birth [REDACTED]

NCS Check

Confirmation Number 20252000321
Approval Date 9/8/2020

Permit Information

Expiry Date 09/09/2020
Issuing Agency [REDACTED]

Handgun Information

Serial Number 123456789
Caliber 9mm Luger or 9mm X 19mm
Make Glock

Sales Person

I declare, under penalty of perjury, that to the best of my knowledge and belief, all the information provided in this form is true, correct, and complete.

Name
Account Admin - 3550

[Continue](#) [Back](#) [Cancel](#)

23) You will be directed to a Confirmation and receipt page. This page generates an email to the applicant to both confirm the purchase/transfer of the handgun and provide a link to print or electronically save their own paper permit.

Permit to Purchase a Handgun & Form of Register

Confirmation & Receipt

You have successfully executed the Permit to Purchase a Handgun & Form of Register. The purchaser will be sent the Confirmation Email with link to the permit copy. Executed permits can be accessed from the Executed Permit Search in the FARS section.

Transaction Information

Permit Number	20247000528-03
Number of Permits Executed	1
Execution Date	9/9/2020 8:47:51 AM
Purchaser Name	[REDACTED]
Purchaser Email	[REDACTED]
Issuing Agency	[REDACTED]
Exemption Used	None
Name of Salesperson	Account Admin - 3550

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