




Ridgefield Park Police Department

FARS Application Procedures



- The firearms application process is now electronic, please visit www.rppd.org/fars for online instructions.
- *This entire process is applicant driven. Please be sure that all the information that you enter into the application is correct. Specifically phone numbers, email addresses, and ORI (NJ0025000).*
- You will receive automated emails from the FARS system throughout the process.
- When deciding on how many permits that you would like please take the following into consideration:
 - One permit is needed for each handgun you wish to purchase (\$2 each).
 - You can only purchase 1 handgun every 30 days.
 - Permits are only good for 90 days (90 day extensions can be granted under certain circumstances)
 - After the process is over and you need an additional permit, you **MUST** complete the entire process again. Applications can not be modified to add additional permits.
- **Step 1:** Go to the website <https://njportal.com/NISP/fars> if the link does not work please copy and paste it into a new browser window
- **Step 2:** Click on the orange button that says “Online S.T.S 033 Form”. 
- **Step 3:** Enter the ORI for the Ridgefield Park Police Department **NJ0025000** then click “Continue” and complete the entire application process
 - Please advise your references that you listed them in the FARS system. The FARS system will automatically email them to complete the questionnaire. These questions are completed online, so your reference can answer them from any device with an Internet connection.
 - Please print a copy of all documents for your records.
- **Step 4:** Proof of employment needs to be submitted to the Detective Bureau. You may submit a letter on company letterhead from your employer, or a paystub (only salary information may be redacted). Your submission can be made by one of the following methods.
 - Hand deliver (please enclose in a sealed envelope with your name and “firearms” on the envelope and deliver to the police desk)
 - E-mail by scanning or taking a picture of the paystub and sending to firearms@rppd.org
- **Step 5:** Once your application and the background investigation have been completed you will receive a phone call from a detective and they will schedule a time for you to respond to headquarters to pick up your FID Card and/or Pistol Purchase Permit(s)
 - Payment will need to be submitted at this time. Each Pistol Purchase Permit is \$2 and the FID Card is \$5 (if applicable). Money orders are the only accepted form of payment. One money order can be used for the entire amount.

If you need any assistance please contact a detective (201) 641-6400