



POLICE DEPARTMENT

CITY OF OCEAN CITY

AMERICA'S GREATEST FAMILY RESORT

FIREARMS APPLICATION PROCEDURE FOR FIREARMS IDENTIFICATION CARD & HANDGUN PURCHASE PERMITS

All Firearms Applications must be completed online through the Firearms Application and Registration System (FARS). This is for **initial firearms identification card applications, replacement of lost or stolen firearms ID cards, Mutilated Firearms ID cards, Change of address, Change of Name, Change of Sex and requests for pistol purchase permits.** This system is NOT for permit to carry applications.

The State of New Jersey implemented the E-Permit which replaced the paper pistol permit. These permits are electronic. Once approved you will receive an E-mail through the FARS System. *You will need to print and save this email as this will serve as proof that you have permit(s) active in the FARS system.* When you want to use your permit(s) (**Permits expire after 180 days from date of issue**), you will need to go to an authorized firearms dealer, present your E-mail, your Firearms ID Card & Driver License/ID and your permits will be executed electronically. You may only print a copy of your permit after it has been executed by a gun dealer and you receive an email with a link to do so, or you may ask the firearms dealer to print you a copy for your records.

The State of New Jersey Implemented E-FID Cards (Electronic Firearms ID Cards). This means that paper Firearms Identification Cards will no longer be printed and issued from this Police Department. Once your Firearms ID is approved you will receive an E-Mail through the FARS System containing a link to save/print your Firearms ID card. You will have access to this link for 1 year. You may also screen shot the ID card into your Smart Phone and use it digitally

The procedures for FARS will be as follows:

1. Go to the FARS portal at <https://www.njportal.com/NJSP/Fars> (Please note that the FARS portal is not administered by the Ocean City Police Department)
2. The first section of the online application you will be required to enter in the ORI number for the Ocean City Police Department, which is **NJ0050800**. You must enter this number correctly or your application will not be able to be processed and you will need to re-apply.
3. Complete the online application using any internet connected device such as a desktop, laptop, tablet, or smart phone. When completing the online application, you will need to submit the Names, Addresses, Telephone numbers and email addresses of two (2) references. **Print and save a copy of the application and confirmation page.**
4. After your application is received, you will be contacted via E-mail from a representative of the Ocean City Police Department asking you to report to the Ocean City Police Department to pay the required fee due for your Firearms ID Card and/or Pistol Permits. *The mandated fee for an initial firearms identification card (FID) is \$50.00 and the mandated fee for pistol purchase permits are \$25.00 each.* There is **no fee** for lost, stolen, or any duplicate cards. You must pay by money order made payable to "City of Ocean City". No other forms of payment will be accepted. Payments MUST be received before your Firearms ID Card and/or pistol permit(s) will receive final approval into the FARS system. This fee is separate from any online



POLICE DEPARTMENT

CITY OF OCEAN CITY

AMERICA'S GREATEST FAMILY RESORT

fees you have already paid online. **Fees are mandated by the State of NJ, NOT the City of Ocean City.**

You will receive automated email updates throughout this new process. Once your background investigation is complete and your documents are ready for use you will receive an email through the FARS system to retrieve and/or use your FID card and/or pistol permits.

Please advise your references that the FARS portal will email them the questions to be answered. Your references can complete the questions using any internet connected device such as a desktop, laptop, tablet, or smart phone. Please advise them to complete the questions at their earliest convenience to progress your background investigation.

The online application process is **APPLICANT DRIVEN**. Please ensure that you have entered the best phone numbers and email address for yourself and your references.

For fingerprinting issues please contact IDEMA / IdentGo at 1-877-503-5381 or <http://uenroll.identgo.com> Fingerprinting is NOT done at or thru the Ocean City Police Department. **The Service Code for Firearms is: 2F164B.**

Initial applicants must schedule their fingerprints during the application process, even if you have been fingerprinted in the past for other purposes. NJ Firearms laws require applicants to be fingerprinted specifically for Initial firearms Applications.

If your fingerprints are not received after 90 days your application **will** be withdrawn from the FARS system and you will need to re-apply. If you find that you may be exceeding the 90 day limit you **must** contact Detective Matthew Crowley at the telephone number or email addresses listed below for an extension.

We also ask you to frequently check your email for status updates. We also ask that you keep a check on your "spam folder/Junk Mail" as well as we have found that some e-mail domains have treated FARS related emails as "Spam" and kept them from reaching your inboxes.

If you have any additional questions that have not been answered on this page, please call Detective Matthew Crowley at (609) 525-9133 or via email at firearms@ocnj.us **Email preferred for a more prompt response.**

For your convenience all instructions and links have been posted on the Ocean City Website: www.ocnj.us >Departments > Firearms Application and Registration