



Montclair
Police Department
647 Bloomfield Avenue
Montclair, New Jersey, 07042



Firearms Application & Registration System (FARS) Procedures for Applicants

Step 1: Visit the following website maintained by the NJ State Police: www.njportal.com/NJSP/fars

Step 2: Complete the online application. You may complete the application using a smartphone, mobile device, laptop, or desktop computer. When completing the application, you will need the address, phone number, and email addresses of two reputable references. When prompted, please ensure that the correct agency "**ORI Number**" is entered when submitting your application. If an incorrect ORI number is entered your application will not be processed and applicants will be required to re-apply using the correct ORI number (application fees will apply).

Montclair Police ORI #: NJ0071300

If you have never been fingerprinted before for firearms purposes, you will need to go for fingerprinting with the Universal Fingerprint Form that will be generated after successful submission of the FARS application. However, if you have been fingerprinted before FOR FIREARMS PURPOSES, upon completion of a FARS Application and payment, you would have completed both S.T.S 033 and 212A requirements.

Step 3: Once you have submitted your FARS application you must respond to Police Headquarters, 647 Bloomfield Avenue, in order to pay the non-refundable fee for the requested licensing as per NJAC 13:54-1.4. This may be done weekdays between 9am to 4pm. Applicants **must provide photo identification and/or proof of residency** at this time, please also bring a printed copy of your submitted FARS Application that included your **FARS confirmation number**. **Applications will not be processed until identification is verified and payment is received.**

Firearms Identification Card (Initial FID Only): \$5.00 • Handgun Purchase Permits: \$2.00 each

Step 4: Once an application is complete, the applicant will be contacted by the **Montclair Police Department** to retrieve the requested licensing. Applications submitted on or after October 1, 2020 requesting Handgun Purchase Permits will receive (E-Permits) via email to purchase a handgun. E-Permits are available immediately upon approval and provide electronic viewable access at licensed retail firearms dealers. Applicants are still required to retrieve Firearms Identification Cards in person.

The 30-day time parameter begins once the investigation is complete and a recommendation for approval or denial is established.

Please direct any questions to either of the below listed Montclair Police personnel
Det. Thomas Liloia (973) 509-4712 or Det. Timothy Lee (973) 509-4711