

Firearms Application Procedure for Applicants (including all changes, lost or stolen ID cards):

Step 1: Visit this website www.njportal.com/njsp/fars

Enter the Cedar Grove Police ORI# **NJ0070500**

From there you will be able to apply for the following:

1. Initial Firearms ID card
2. Lost or stolen Identification Card
3. Mutilated Identification Card
4. Change of Address on Identification Card
5. Change of Sex on Identification Card
6. Change of Name on Identification Card
7. Permit to purchase a handgun permit (Firearms ID card is required)

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 email addresses of 2 reputable references. Your references may be family members.

Non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4.

IMPORTANT NOTES

*When applying for your Initial Firearms ID card you will be required to be fingerprinted by an outside company. The online application will direct you to that company.

*You will be receiving automated email updates throughout the process

*Please advise your references that the Firearms system will email them the reference questions to be answered. Your references can complete the questions using a smartphone, mobile device, laptop, or desktop computer. Please advise them to complete the questions immediately to progress your background investigation.

*The on-line application is applicant driven. Please ensure that you have entered the best phone numbers for yourself and references as well as the best email addresses for yourself and references.

IF YOU HAVE LIVED OUT OF STATE IN THE PAST 10 YEARS YOU MUST FILL OUT A MENTAL HEALTH FORM, SEE LINK BELOW, AND DROP IT OFF. DO NOT SIGN THE MENTAL HEALTH FORM, AN AGENCY REPRESENTATIVE MUST WITNESS THE SIGNATURE.

Lastly, once completed Det. Smigelsky will mail you any ID cards and/or handgun permits with further instructions attached.

Any further questions please contact:

Det. John Smigelsky

973-239-4100 x256

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