

# PINE HILL POLICE DEPARTMENT

Christopher J. Winters  
Chief of Police



Police Administration Building  
48 West Sixth Avenue  
Pine Hill, NJ 08021

Emergency: 9-1-1  
Non-Emergency: 856-783-1549  
Main Fax: 856-784-4209  
[www.pinehillpd.com](http://www.pinehillpd.com)

## FIREARMS APPLICATION & REGISTRATION SYSTEM (FARS)

### APPLICATION FOR FIREARMS PURCHASER ID CARD & PERMITS TO PURCHASE

**Step 1:** Applicants must apply via <https://www.njportal.com/NJSP/fars>

**Step 2:** Enter Pine Hill Police Department's ORI #: **NJ0042800**

**Step 3: If this is your first time applying for a firearms ID card you MUST check off the box that says Initial Firearms Purchaser Identification Card.**

**This will then allow you to check off Permit to Purchase a Handgun if applying for this also.**

**Step 4:** Complete the online application. You may complete the application using a laptop or desktop computer.

When deciding how many permits you would like to obtain, remember:

- One Handgun Permit is required for each handgun you wish to purchase
- You can purchase 1 handgun in a 30 day period
- Permits are good for up to 180 days (with renewal after 90 days)
- If you decide you want another handgun permit and you didn't obtain more than one initially, you will need to apply again

**Step 5:** You must appear at Pine Hill Police Department and PAY for your FID Card and/or Handgun Purchase Permits. Your application **WILL NOT** be processed until you have **PAID for the FID Card and/or Handgun Permits**. Non-refundable payment is required to be made prior to the completion of the background as per N.J.A.C.13:54.

Permits to Purchase handguns are \$2.00 for each permit and \$5.00 for the FID Card.

*Payment must be in the form of Cash, Check or Money Order.*

### ADDITIONAL APPLICATION NOTES

- You will be receiving automated email updates throughout this process.
- Please advise your references that the FARS system will email them the reference questions to be answered. Your references can complete the questions using a smart phone, mobile device, laptop or desktop computer. Please advise them to complete the questions immediately to process your background investigation.
- The on-line application is applicant driven. The applicant MUST enter their Official Name. The applicant must enter accurate phone numbers and emails for themselves and their references.
- Once the online application is submitted, the applicant will NOT be able to alter submissions. Be sure to review all information prior to final submission. If an error occurred after submission, the applicant will need to re-apply.
- Once an application is approved, the applicant will receive a confirmation email from the [no-reply@njportal.com](mailto:no-reply@njportal.com) with a link to access their E-FID Card. This link is ONLY available for one year. You **MUST** print, save, and/or screenshot your E-FID Card or you will need to re-apply for a new card. Previously issued FID Cards will not expire and will still be considered valid.