

# 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 \$25.00 for each permit and \$50.00 for the FID Card

***Payment must be in the form of Cash, Check, Credit Card or Money Order.  
Make Check or Money Order Payable to: Pine Hill Borough Police Department***

### 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.
- In accordance with N.J.S. 2C:58-3 (approved July 5, 2022), in order to obtain a permit to purchase a handgun or a firearms purchaser identification card, the applicant shall demonstrate that, within four years prior to the date of the application, the applicant satisfactorily completed a course of instruction approved by the superintendent in the lawful and safe handling and storage of firearms. The applicant shall be required to demonstrate completion of a course of instruction only once prior to obtaining either a firearms purchaser identification card or the applicant's first permit to purchase a handgun.