



PROCEDURE FOR FIREARMS APPLICATIONS – PLEASE READ CAREFULLY

The Bloomfield Police Department is now a participating agency in the new FARS (Firearms Application & Registration System) online firearms application process.

Applicants may now apply for Firearms ID Cards and Permits to Purchase a Handgun online. Online applications are now being accepted.

IF YOU ARE A NEW APPLICANT, AND HAVE NEVER APPLIED FOR A FIREARM, WE SUGGEST YOU APPLY FOR A FIREARMS ID CARD AT THE SAME TIME YOU ARE APPLYING FOR A PERMIT TO PURCHASE.

FARS APPLICATION PROCEDURES FOR APPLICANTS

Step #1: Visit this website. You must enter the site address as follows:
www.njportal.com/NJSP/fars

Step #2: The **BLOOMFIELD POLICE DEPARTMENT ORI # IS: NJ0070200.**

*****YOU WILL NOT BE ABLE TO COMPLETE THE FARS ONLINE APPLICATION WITHOUT THE PROPER ORI#**

Step #3: Complete the online application. You may use a smartphone, mobile device, laptop or desktop computer.

If you have never been fingerprinted before for firearms purposes, you will need to go for fingerprinting. Fingerprinting appointments can be scheduled at <https://uenroll.identogo.com/workflows/2F164B> after successful submission of this application.

Step #4: When completing the application, you will need the email addresses of 2 reputable references. Your references cannot be family members.



Step 5: **You MUST appear at the Bloomfield Police Department to pay for your initial FID Card - \$50.00 - and/or Pistol Purchase Permits -\$25.00 per permit - immediately upon applying. Your application WILL NOT be processed until you have paid for the FID Card and/or Pistol Permits. Non-refundable payment (cash, check or money order – made payable to Township of Bloomfield) is required to be made at the time of the application as per NJAC 13:54-1.4.**

At this time, you MUST also provide a copy of your original birth certificate if born in the United States, naturalization papers or alien registration information, your driver's license, and previous Firearms ID Card if requesting a change of address.

**** If you are an initial applicant for an FID card and you did not apply for pistol purchase permits at the same time, you must re-apply for the pistol purchase permits AFTER your initial application is processed and approved.**

- 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 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 your references, as well as the best email addresses for yourself and your references.**
- **Once your application is complete and has been approved, you will receive an email from the State Police advising you of your approval and how to access your E-FID card and/or E-Permits. If you have any question regarding this new procedure, please feel free to contact us and we will try to assist you with the E-FID card and E-Permits.**