

## **FIREARMS APPLICATIONS**

Please read these instructions in their entirety before contacting this agency with any questions regarding the firearms application process. The process for obtaining a firearms identification (F.I.D) card and/or handgun purchase permit is outlined below in detail.

F.I.D. cards and handgun purchase permits will be issued to **Piscataway Township residents only!** You must provide proof of residency; the best means is with a New Jersey driver's license with a current Piscataway address. You must be 18 years old for an F.I.D. card and 21 years old for handgun purchase permits. F.I.D. cards do not expire unless you change your name/sex/address. Handgun purchase permits are valid for 180 days from the date of issuance. Only one handgun can be purchased in a 30-day period.

Fingerprints must be completed specifically for firearms application purposes through a private vendor called Identogo. Police agencies do not conduct fingerprinting for firearms applications. Fingerprints completed for any other purpose do not apply to a firearms application. As per Middlesex County Prosecutor's Office directive, fingerprints for firearms applications are only valid for 5 years. After 5 years have elapsed, you must be fingerprinted again for any further firearms applications.

Firearms applications submitted through the New Jersey State Police Firearms Applicant & Registration System (FARS) are preferred. Paper applications are still valid but **will not** be accepted at the Central Records Bureau window and **cannot** be dropped off without an appointment. This assures there will not be a delay in your process.

All steps outlined below must be completed for your application to be processed in a timely manner. For paper applications, the steps outlined below must be completed prior to making an appointment with this agency to review and complete your application.

For application appointments and questions, call or e-mail:

- **Det. Sgt. Sean bell @ 732-562-7650**
- **firearms@piscatawaynj.org**

Payment is due at the time you pick up your documents (initial F.I.D. Card - \$5.00, handgun purchase permit - \$2.00/each). Replacement or change of name/sex/address F.I.D. cards do not have a fee.

## **PROCEDURES FOR ONLINE APPLICATIONS FOR FIREARMS IDENTIFICATION CARDS AND/OR HANDGUN PERMITS (PREFERRED)**

### ***First Time Applicants:***

1. Visit <https://www.njportal.com/njsp/fars/> – complete the online S.T.S. 033 form; the ORI number for Piscataway Township is **NJ0121700**.
2. Once your application is completed, you will automatically receive a form that is needed to complete your fingerprints with Identogo. To schedule a fingerprinting appointment, visit <https://uenroll.identogo.com/> – enter service code **2F164B** and complete the application to schedule fingerprinting with Identogo. Retain all receipts and paperwork pertaining to your fingerprinting.
3. Once your application is approved, you will be contacted to retrieve your documents. Payment is due upon pickup of your documents and you must bring valid identification.

### ***Returning Applicants / Current F.I.D. Card Holders:***

1. Visit <https://www.njportal.com/njsp/fars/> – complete the online S.T.S. 033 form; the ORI number for Piscataway Township is **NJ0121700**.
2. Ensure that your fingerprints for firearms applications have been completed in the last 5 years. If 5 years have elapsed, then you must be fingerprinted again. If you need to update your fingerprints then follow step #2 for “first time applicants” listed above. If applicable, make sure to retain all receipts and paperwork pertaining to your fingerprinting. If your fingerprints are still valid, proceed to the next step.
3. Visit <https://www.njportal.com/njsp/criminalrecords/default.aspx> – complete the online NJSP criminal record check (online form 212A); the ORI number for Piscataway Township is **NJ0121700**. Retain your online 212A criminal record check receipt.
4. Once your application is approved, you will be contacted to retrieve your documents. Payment is due upon pickup of your documents and you must bring valid identification.

## **PROCEDURES FOR FIREARMS IDENTIFICATION CARDS AND/OR HANDGUN PERMIT APPLICATIONS ON PAPER/IN PERSON**

### ***First Time Applicants:***

1. Visit <https://www.njsp.org/firearms/pdf/sts-033.pdf> and complete **two copies** of the S.T.S. 033 form (Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit) but **do not** sign.
2. Visit [https://www.njsp.org/firearms/pdf/sp-066\\_201907.pdf](https://www.njsp.org/firearms/pdf/sp-066_201907.pdf) and complete one copy of the S.P. 066 form (Consent for Mental Health Records Search) but **do not** sign.
3. Visit <https://uenroll.identogo.com/> – enter service code **2F164B** and complete the application to schedule fingerprinting with Identogo. If you prefer to schedule your fingerprinting with Identogo over the phone then you will need to complete the [Universal Fingerprint Form](#) and bring it with you to their facility. Retain all receipts and paperwork pertaining to your fingerprinting.
4. Contact this agency at the information provided above to schedule your appointment to submit your application.
5. Once your application is approved, you will be contacted to retrieve your documents. Payment is due upon pickup of your documents and you must bring valid identification.

### ***Returning Applicants / Current F.I.D. Cardholders:***

1. Ensure that your fingerprints for firearms applications have been completed in the last 5 years. If 5 years have elapsed, then you must be fingerprinted again. If you need to update your fingerprints then follow step #3 for “first time applicants” listed above. If applicable, make sure to retain all receipts and paperwork pertaining to your fingerprinting. If your fingerprints are still valid, proceed to the next step.
2. Visit <https://www.njportal.com/njsp/criminalrecords/default.aspx> – complete the online NJSP criminal record check (online form 212A); the ORI number for Piscataway Township is **NJ0121700**. Retain your online 212A criminal record check receipt.
3. Visit <https://www.njsp.org/firearms/pdf/sts-033.pdf> and complete **two copies** of the S.T.S. 033 form (Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit) but **do not** sign.
4. Visit [https://www.njsp.org/firearms/pdf/sp-066\\_201907.pdf](https://www.njsp.org/firearms/pdf/sp-066_201907.pdf) and complete one copy of the S.P. 066 form (Consent for Mental Health Records Search) but **do not** sign.
5. Contact this agency at the information provided above to schedule your appointment to submit your application.

6. Once your application is approved, you will be contacted to retrieve your documents. Payment is due upon pickup of your documents and you must bring valid identification.

## **GENERAL APPLICATION GUIDELINES**

- The ORI number for Piscataway Township is **NJ0121700**, which must be entered accurately at all times during the application.
- At the time you begin your application, your address must be current on your driver's license. If you do not have a driver's license, another form of residence verification must be provided (utility bill or other form of identification).
- If applying on paper/in person, you must bring your driver's license and a second form of government identification with you (social security card, passport, etc.) at the time you submit your application.
- The S.T.S. 033 form is dual purpose for F.I.D. cards and handgun purchase permits. You can apply for an F.I.D. card and handgun permits on the same form.
- If you are obtaining a new F.I.D. card due to a change of name/sex/address or mutilation of your previous card then you must surrender the old card at the time you pick up your new one.
- After you submit your application, ensure that you coordinate with your references so that they respond in a timely manner as this typically holds up most applications.
- Provide a cell number if possible so this agency can contact you in a timely manner with any issues regarding your application.
- For firearms regulations, visit <https://www.njsp.org/firearms>.

## **ONLINE APPLICATION (FARS) GUIDELINES**

- Complete your online application **before** being fingerprinted. This assures that your fingerprint records link to your online application properly.
- Online firearms applications are generally processed much faster than paper applications and are preferred.
- The FARS system through the NJSP is applicant driven. If the applicant makes a mistake while applying, they can simply re-apply. All application fees are non-refundable and non-transferable.
- The online application can easily be completed on a desktop computer, tablet or smartphone.
- Utilize your full legal name; simplified versions (example: Joe vs. Joseph) will result in application denial. Your name must match your identification.
- For the two references on your application, you will need their e-mail addresses. Advise your references about the e-mail they will be receiving and coordinate with them so they respond in a timely manner.
- You will receive automated e-mail updates throughout the online process.
- Retain all confirmation pages at the end of the online application.