



Township of Long Hill Police Department



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Serving Millington, Stirling, Meyersville, Gillette, Homestead Park in Morris County
www.longhillpolice.us

F.A.R.S. (Firearms Applicant Registration System) Procedure for Long Hill Township Applicants

The Long Hill Township Police Department in conjunction with the New Jersey State Police have developed a new on-line portal for all standard firearms applications. The process was developed in order to expedite the application process and keep applicants informed of their application status. Please carefully read all instructions first before beginning your application as you will have 20 minutes to complete the application before it “times-out” and you have to restart the application process.

Note*: Please have this information readily available:

- Driver’s License: The information on your application needs to match your valid N.J. Driver’s License. i.e. If you are a Jr., III, etc. and it is on your Driver’s License, it needs to be on your application. Please make sure the city on your Driver’s License matches your application. i.e. Millington, Stirling, Gillette. If you are a female, your maiden name is required or note “N/A.”
- Social Security # - This will allow the system to confirm your identity
- SBI # - Applicants that already have a Firearms ID Card, your SBI # is located on your FID card.
- References – (2) References are required. You will be prompted to enter the following information: Name, Address, Phone Number, and Email. References can now be family members. Reference letters will now be sent via EMAIL. Your references can complete the questions using a smartphone, mobile device, or computer. Please advise them to complete the questions immediately so there is no delay in your process.

You are now ready to begin!

Step 1: Begin the on-line process by clicking the link directly below:

- <https://www.njportal.com/NJSP/fars>
- This link above is available on our Township’s Webpage or the New Jersey State Police Webpage.

Step 2: Click the “Online S.T.S. 033 Form”

- You will be asked to enter the Township’s “ORI”
- Long Hill Township ORI: **NJ0143000**
- Once entered, please check to ensure it states “Long Hill Twp”

Step 3: Complete the online application, using a smartphone, mobile device, or computer

- Select the option you wish to apply for and complete the on-line application. i.e. Initial, Replacement, Change of Address, additional pistol permit(s).
- Applicants applying for an Initial Firearms Purchaser Identification Card must be fingerprinted. Information regarding fingerprinting will be sent via email after successful completion of the application. You will be required to get fingerprinted within 90 days of the application completion. Failure to do so will result in your application being purged and you will have to begin the process from the beginning.
- Applicants who have been fingerprinted for firearms purposes before who currently hold a New Jersey FID Card and are submitting an application for replacement FID Card, change of address, additional pistol permits etc, will be prompted to complete the requirements for a 212A. Please have a credit card available in order to complete the requirements for a 212A

The application is applicant driven, meaning that you are required to enter complete and correct information. Missing/incorrect information will slow the progress of your application.

A station representative will contact you to retrieve your FID card and/or handgun permit(s), if approved. You will be REQUIRED to PAY for your documents and show a photo ID (like a driver’s license) at this time.

*LHPD FEES: - Initial NJ FID - \$5, Replacements/Updates - \$0 (subject to change)
NJ Permits to Purchase a Handgun - \$2 each (subject to change)*

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