Glassboro Police Department

1 South Main Street

Glassboro, NJ 08028

Reception (856) 881-1501 Fax (856) 881-4929

**Initial and/or Additional Firearms Permits and Registration**

STEP 1: Visit the FARS website: [www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)

STEP 2: Glassboro Police Departments ORI MUST BE ENTERED AS FOLLOWS: **NJ0080600** (Please make sure you are a resident of GLASSBORO, NJ).

STEP 3: Complete the online application. You may complete the application using a smartphone, mobile device, laptop or desktop computer. When completing the application, you will need the email addresses of 2 reputable references.

**STEP 4: Once the application is complete, you must pay for your initial Firearms ID card and/or pistol permits. Your application WILL NOT be processed until you have PAID these fees. Non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4. This can be made in person or online (email will be sent).**

**\*Firearms ID cards $50.00 ea./Pistol Permits $25.00 ea.**

\*Please advise your references that the FARS system will email them the reference questions to be answered.

Things to keep in mind when applying:

You must have or apply for a firearms identification card before you can apply for any permits.

Address - Please make sure your driver’s license has your CURRENT address. lf not, please change it with DMV prior to applying.

Please make sure you request permits when applying for a Firearms lD Card if you want permits. They can no longer be added on if you forgot. You must then reapply and start the process over.

**Calling us to expedite your application will not quicken the process.**

**If you have any questions or concerns, please call our Records Dept at 856-881-1501 ext. 88910, Mon-Fri 8:00AM to 4:00PM**