



**TOWNSHIP OF IRVINGTON, NEW JERSEY
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE PUBLIC SAFETY DIRECTOR
FIREARMS PROCESSING**



FIREARMS LICENSING INSTRUCTIONS

- Step 1:** Visit the online firearms licensing website (www.njportal.com/njsp/fars)
- Step 2:** Start the Online S.T.S. 033 Form by entering our ORI number **NJ0070900**
NOTE: Entering the incorrect ORI number will result in delays and may require you to resubmit your application and pay duplicate fees.
- Step 3:** Complete the online application form by filling out all required fields. Ensure all names, addresses, phone numbers and email addresses are accurate.
****You MUST enter your "Official Name". You cannot utilize simplified versions i.e. Joe vs Joseph.**
- When completing the application you will be required to list valid email addresses for two (2) character references. These references can be family members and should be notified by you to expect an email questionnaire that they need to respond to. Failure to respond to the email will result in delays in the processing of your application.
- Step 4:** If applying for an Initial Firearms Identification Card you will need to be fingerprinted. Upon completion of the online application you will receive instruction as well as a completed fingerprint form. Follow the directions on the form to schedule a fingerprint appointment with IdentoGo.
- If you already have a Firearms Identification Card and have been fingerprinted for firearms in the past you do not need to be fingerprinted again. You will automatically be directed to complete and pay for your SBI212 name check during the online application process. No additional steps are necessary.
- Step 5:** After completing the online application you must appear at Irvington Police Headquarters to pay your Firearms Identification Card and/or Handgun Purchase Permits. Your application will not be processed until you have paid for the ID cards/permits as per NJAC 13:54-1.4.
****In the event of an issue with the processing it is recommended you print both the confirmation page and application at the end.**
- Below listed fees are non-refundable and can be paid to the Firearms processing clerk. Call 973-399-6508 to schedule an appointment. For payment via check or money order please include your completed application confirmation number in the memo.
Firearms ID Card: \$5.00 Handgun purchase permit: \$2.00 per permit
- Step 6:** Once the application is complete, a department member will contact you to retrieve your Firearms ID Card / Handgun Purchase Permit.

Any questions?

Contact Ms. Sonia Franco at 973-399-6508 or email sfranco@irvingtonpolice.org

*****Contact Ms. Franco for INSTRUCTION FOR A CONCEAL CARRY PERMIT*****