



Joseph W. Fussner
Chief of Police

VENTNOR CITY POLICE DEPARTMENT

DEPARTMENT OF PUBLIC SAFETY

6201 ATLANTIC AVENUE
VENTNOR CITY, N.J. 08406
(609) 822-2101 – Fax: (609) 487-8682



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Captain of Police

Firearms Application and Registration System (FARS)

The Ventnor City Police Department Firearms Investigation Unit assists residents with the application, processing, and registration of firearms. Questions regarding the FARS process may be directed to the Firearms Investigation Unit Clerk via email at lorsatti@police.ventnorcity.org. The State of New Jersey has adopted an electronic firearms application process. Follow the instructions below for the FARS application. Paper applications are no longer accepted.

FARS Application Procedures

Step1: Visit the following website using a smartphone, mobile device, or computer.
<https://www.njportal.com/NJSP/fars>

Step2: If you are a resident of Ventnor City and it is your intent to submit your application to the Ventnor City Police Department, you must enter the Ventnor City Police Department's Originating Agency Identifier (ORI) # exactly as shown:

NJ0012200

If the application is submitted with an incorrect ORI #, the ORI # on the application cannot be changed. A new application must be submitted. A Refund cannot be issued.

Step3: Complete the online application and review for accuracy prior to submitting. Errors may result in your application being rejected. It is recommended that you print the confirmation page since it contains information needed for subsequent steps.

If you are applying for an initial Firearms Identification Card, after completing the FARS application, you will be required to make an appointment for your fingerprints to be processed. Instructions will be provided on the confirmation page. **You must have your fingerprints processed within 90 days from the date of application.** Failure to do so will result in your application being withdrawn from the FARS system and it will be necessary to reapply.

Please note the following regarding Handgun Purchase Permits:

A handgun purchase permit may not be issued to anyone under 21 years of age.
ONE (1) Permit is required for each handgun you wish to purchase (each permit is \$2). Per state law, you can only purchase one (1) handgun in a 30-day period.
Permits expire after 90 days.



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If you want to purchase additional handguns after all issued permits have been used, or if the permit(s) have expired, you must apply for additional permits.

If you apply for only a Firearms Identification Card but later decide you also want a Handgun Purchase Permit, a new application must be submitted.

All applications that include "Permits to purchase a Handgun" submitted on or after October 01, 2020, will receive an electronic purchase permit "E-Permit" upon application approval. These applicants will no longer receive a paper permit to purchase a handgun. All NJ Retail Firearms Dealers will be able to execute E-Permits for applications submitted on or after October 01, 2020.

Step 4: Please note that the background investigation will not begin until payment of the applicable fees is made (NJAC 13:54-1.4). No refunds will be issued.

RECOMMENDED: For your convenience, an electronic credit card payment may be made by clicking the following link:

<https://pay.paygov.us/EndUser/PaymentAgency.aspx?ttid=21113>

NOTE: The fee for the initial Firearms Identification (FID) Card is \$5.00. There is no fee for a replacement FID card or change of address. The fee for each Handgun Purchase Permit is \$2.00. Additional fees may apply.

Payment may be made at the Ventnor City Police Department Records Office during normal business hours (Monday–Friday 8:30 AM to 4:30PM). Note: Records Office is closed between 1:15 PM and 2:15 PM. Accepted forms of payment are cash, money order, check or credit card.

Important Information:

- You will be receiving automated email updates throughout this process.
- Notification of approval DOES NOT mean that your FID card is immediately ready for pick up. You will receive a separate email notifying you that your FID card is completed and available. If you do not receive this notification and you attempt to retrieve your document(s), you will be asked to return at a future date. Do not call the Ventnor City Police Department inquiring on the status of your application.
- Please check your "spam" or "junk" email folder frequently for emails from "@police.ventnorcity.org" or "njportal.com"
- Please advise your references that the FARS system will email a questionnaire regarding your application. Advise your references to check their email system to ensure the email was not discarded as "spam."
- Your references must complete the questionnaire online. Advise them to complete the questions immediately so that your application will progress in a timely manner. A delay in a reference's response will result in a delay in the application process.
- Provide the best email addresses and telephone numbers for both your references and you.



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The New Jersey State Police website provides information on New Jersey firearms laws, transportation of firearms, and frequently asked questions. The site can be found by following this link:
<http://www.njsp.org/firearms/index.shtml>