



LINWOOD POLICE DEPARTMENT

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LINWOOD, NJ 08221

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Chief of Police



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FIREARMS APPLICATION PROCEDURE FOR FIREARMS IDENTIFICATION CARD & HANDGUN PURCHASE PERMITS

The Firearms Application & Registration System (FARS) is used to process the following types of applications:

- Initial Firearms Purchaser Identification Card (Firearms Identification Card)
- Permit to Purchase a Handgun
- Change of Address on Firearm Purchaser Identification Card
- Change of Name on Firearm Purchaser Identification Card
- Replacement for Firearms Purchaser Identification Card (for lost, stolen or renewal)
- Register handgun(s) with change of residency to New Jersey / voluntary registration
- Change of Sex on Firearm Purchaser Identification Card

****Please review the most up-to-date instructions at <https://njsp.njoag.gov/firearms-application-amp-registration-system-fars/> issued by the New Jersey State Police Firearms Investigation Bureau, along with the attached pages. ****

ACCESSING THE FARS PORTAL

Go to the FARS portal: <https://njsp.njoag.gov/firearms-application-amp-registration-system-fars/>

LINWOOD ORI #: NJ0011400

INITIAL APPLICATION FINGERPRINTING INFORMATION FOR LINWOOD APPLICANTS

For fingerprinting issues please contact IDEMA / IdentGo at 1-877-503-5381 or <http://uenroll.identgo.com> Fingerprinting is NOT done at or thru the Linwood Police Department.

The Service Code for Firearms is: 2F164B.

LINWOOD ORI #: NJ0011400

CONTRIBUTOR CASE NUMBER: Your Assigned application confirmation number.

THE FOLLOWING ARE THE MOST COMMON ERRORS BY APPLICANTS:

APPLICATION REFERENCES:

When completing the online application, you will need to submit the Names, Addresses, Telephone numbers and email addresses of two (2) references.

Please use the FULL LEGAL NAME of references - DO NOT USE NICKNAMES: If their legal name is "Charles" but they go by "Chuck", submit their name as "Charles", NOT "Chuck".

If your reference commonly goes by their middle name, instead of their given first name, you **MUST** submit their FULL LEGAL NAME. (Charles John Doe who is commonly known as "John Doe" must be submitted as "Charles J. Doe or Charles John Doe"

PHOTOGRAPH SUBMISSIONS:

All initial applicants are also required upload a clear headshot photograph similar to a passport style photo (photo of head and shoulders with a LIGHT COLORED SOLID BACKGROUND – NO HATS OR GLASSES).

Please to not submit pictures with a scenic background, group Photos, Photos of your Drivers License or any other type of photo identification as Photos that do not meet the criteria will be rejected and you will be required to resubmit an acceptable photo.

CHECKING AND RESPONDING TO EMAILS:

Please frequently check your email for status updates during your application process such as payment instructions, application issues in need of correction and any other issues regarding your application.

PLEASE RESPOND/REPLY TO EMAILS THAT ASK FOR A RESPONSE OR A REPLY. This is so we know the email was properly received.

Please check on your "spam folder/junk mail" as well as we have found that some e-mail domains have treated FARS related emails as "Spam" and kept them from reaching inboxes.

PAYMENTS:

Payments are currently **ONLY** accepted in the form of a check or money order. No Cash, Credit Cards, Venmo, Zelle or any other type of payment can be accepted.

Checks or money orders are to be made out to "CITY OF LINWOOD", not "Linwood Police Department"

WHAT WILL HAPPEN AFTER YOUR APPLICATION IS SUBMITTED:

After your application is received and reviewed, you will be contacted via E-mail from the Linwood Police Department with payment instructions. *The NJ State mandated fee for an initial firearms identification (FID) is \$50.00 and pistol purchase permits are \$25.00 each.* There is ***no fee*** for Change of address, lost, stolen, or any other duplicate firearms identification applications.

Payment will only be accepted in the form of a check or money order made payable to “**City of Linwood**”. No other forms of payment will accepted. Fingerprints and/or payment must be received before your application will be processed.

This fee is separate from any online fees you have already paid online. ***Fees are mandated by the State of NJ, NOT the City of Linwood.***

You will receive an email within 1-5 business days of application being received with further payment instructions. **Once your payment is received, your application will be processed.**

If your application is approved and your documents are ready for use you will receive an email through the FARS portal with further instructions for your firearms identification and/or permit to purchase a handgun.

If your application is denied, you will received a Certified Letter via US Mail including the reason(s) for denial and instructions for the process on how to appeal the denial.

Please frequently check your email for status updates during your application process.

Please check on your “spam folder/junk mail” as well as we have found that some e-mail domains have treated FARS related emails as “Spam” and kept them from reaching inboxes.

For your convenience all instructions and links have been posted on the Linwood City Website:

<http://www.linwoodcity.org/police/firearms.asp>

You may also access all information from the New Jersey State police Website at:

<https://njsp.njoag.gov/firearms-investigation-licensing-bureau/>

If you have any additional questions, please contact Agent Donald Auge at (609) 926-7981 or via email at dauge@linwoodpd.org ***Email preferred for a more prompt response.***