

# Gibbsboro Police Department



5 Foster Avenue  
Gibbsboro, NJ 08026

Chief of Police  
Brian Leadley

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## **FARS Application Procedures for Applicants**

**Step 1:** visit this website. You MUST enter the site address as follows: <https://www.njportal.com/NJSP/fars>

**Step 2:** When you log on, you must enter the Gibbsboro Police Department's ORI #: **NJ0041300**

**Step 3:** Complete the online application. You may complete the application using a smartphone, mobile device, laptop, or desktop computer.

**When deciding how many permits you would like to get, remember:**

- ONE Permit is required for each handgun you wish to purchase (each permit is \$2)
- You can purchase 1 handgun in a 30 day.
- Three permits may be applied for at one time
- Permits are good for up to 180 days (with renewal after 90 days)
- If you decide you want another handgun permit and you didn't get more than one initially, you will need to apply again.

**Step 4:** You will need to submit payment at the Police department for your permits and, if applicable, the Firearms ID card. Permits to Purchase handguns are \$2 for each permit, and \$5 for the ID card.

**Step 5:**

- You will be receiving automated email updates throughout this new process.
- Please advise your references that the FARS system will email them the reference questions to be answered. Your references can complete the questions using a smartphone, mobile device, laptop, or desktop computer. Please advise them to complete the questions immediately to progress your background investigation.
- The on-line application is applicant driven. Please ensure that you have entered the best phone numbers for yourself and references as well as the best email addresses for yourself and references.

**Information:**

FID card is needed to purchases handgun ammunition after use of initial handgun purchase.

**Any Questions please on this procedure contact Sgt. Charles Heimerl at 856-783-0151 ext. 203 or email at [policefirearms@gibbsborotownhall.com](mailto:policefirearms@gibbsborotownhall.com)**