

**Medford Township Police Department**  
**Firearms Purchaser Applicant Instructions**



Effective 10/01/2020, all applications for firearms purchaser credentials must be submitted electronically via the New Jersey State Police Firearms Application & Registration System (NJSP FARS).

**Applicant Instructions**

- Applications must be submitted online via: <https://njportal.com/NJSP/FARS>
- ORI Number (Medford Twp. PD ONLY): **NJ0032100**
- **Purpose of Request** – Applicants must select the appropriate box (detailed below), indicating the purpose of request. Applicants may select multiple options to avoid duplicate application submissions.
  - **Initial Firearms Purchaser Identification Card – (Fee: \$50)**
    - For new applicants who have NEVER received a FPIC from any jurisdiction in the State of New Jersey.
  - **Permit to Purchase a Handgun - (Fee: \$25/each)**
    - Applicants may request multiple permits to purchase a handgun with each application.
    - **Note:** Once issued, permits to purchase a handgun are valid for a maximum of 180 days. Applicant's should also be aware that, in most instances, NJ Law only permits applicants to purchase 01 handguns every 30 days.
  - **Change of Address on Identification Card - (No Fee)**
    - For applicant's who have previously received a FPIC from any jurisdiction, but have moved and need an updated FPIC to reflect their current address.
  - **Change of Sex on Identification Card - (No Fee)**
    - Legal documents may be required.
  - **Change of Name on Identification Card - (No Fee)**
    - Legal documents may be required.
  - **Electronic Firearms Purchaser Identification Card - (No Fee)**
    - For duplicate and/or lost identification card or for renewal.

Applicants are reminded to ensure the accuracy of all information entered and to verify that the information entered matches your government-issued identification. MTPD is only permitted to modify a limited number of fields within the application. Applications submitted with incorrect information may need to be withdrawn and resubmitted, potentially incurring additional cost to the applicant.

If you are an 'Initial' firearms applicant, you must be fingerprinted specifically for the firearms application regardless of any other form of fingerprinting (professional or otherwise) you may have completed. Failure to be fingerprinted within 90 days of your application submission will result in the application being administratively terminated and a new application will need to be submitted when you are prepared to proceed.

Application's will not be processed until all applicable fees are satisfied. You will receive e-mail confirmation of our receipt of your application, detailing the balance of fee's due and available methods of payment. Firearms permit fees are established by the New Jersey Legislature.

Further information regarding firearms-related procedures, common questions, and additional forms can be obtained via the New Jersey State Police Firearms Information Page: <https://www.nj.gov/njsp/firearms/>

\*Applicants are reminded that it is YOUR responsibility to ensure compliance and familiarize yourself with State and Federal Firearms regulations\*  
Firearms-related information can be obtained via NJSP, NJ Office of the Attorney General, NJ Legislature, and many other government resources.

For additional questions concerns, please contact Sgt. Joseph Canuso  
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