



**POLICE DEPARTMENT
TOWNSHIP OF BRANCHBURG
590 Old York Road
Branchburg, New Jersey 08876
(908)526-3830 ext. 400**



FIREARMS APPLICATION INSTRUCTIONS

Step 1: Login to www.njportal.com/njsp/fars

Step 2: Branchburg Police ORI Number is- NJ0180500

Step 3: Complete online application. You may complete application using a smartphone, mobile device, tablet, laptop or desktop computer. When completing the application you will need the email addresses of (2) reputable references. **If you do not have Internet or Email access you can still pickup an application at the Police Department.**

Step 4: Payment will be required at the time of pick up for your initial Firearms Identification Card (FID Card) and/or Pistol Purchase Permits. Your documents **will not** be released without payment. Payment will not be accepted before your documents are completed by the Firearms Unit. A Non-refundable payment is required to be made prior to the completion of the background as per NJSC 13:54.1.4.

Application Process Information:

- The online application is applicant driven. Please ensure that you have entered the best phone numbers for yourself and references as well the best email addresses for you and your references.
- 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 and to be sure to check their Spam/Junk Folders as well depending on their email settings.
- 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 application.
- Once your application is complete, a representative from the Branchburg Firearms Investigation Unit will contact you to retrieve your FID card and/or Pistol Purchase Permit documents.
- Cost: Firearms ID Card- \$5, Firearms Purchase Permits \$2 each. Payment: Cash (**EXACT change**), Check or Money order made payable to Branchburg Township.

Questions or Concerns

- Any questions or concerns please call (908)526-3830 opt. 3 or email: Firearms@branchburg.nj.us
OR
 - Cassandra Cockburn via phone at (908)526-3830 ext.417 8:00am until 3:30pm M-F