



## WEST MILFORD TOWNSHIP POLICE DEPARTMENT

1480 Union Valley Road  
West Milford, NJ 07480  
973-728-2800

### Firearms Application

Updated 2/22/2023

Hours for Firearms payment drop off: M-F 8:30-4:00

**Please read and follow these directions carefully, as some procedures have changed. You will not be able to access your application online once it has been submitted.**

**Step 1:** Visit this web site. You must enter the site address as follows:

<https://www.njportal.com/NJSP/fars>

**Step 2:** Enter West Milford ORI # **NJ0161500**

**Step 3:** Complete the online application.

**Step 4:** Print out your confirmation page that was emailed to you and bring to the police department with your EXACT payment (\$50 for FID cards, \$25 each per pistol permit). Your application will not be processed until we have received payment and confirmation page. A non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4.

- **FID cards:** You will be receiving automated email updates from the NJSP portal throughout the online process. Keep in mind that if you are applying for the initial FID card, you will be instructed, via email from the NJSP portal, to make an appointment with IdentoGo to have your fingerprints taken. The Identification card will be in an electronic format. Once approved, you'll receive an email from the portal with a pdf of your card. Print it out and keep in a safe place.

**Pistol permits:** These will also be in an electronic format. An e-Permit becomes active from the date of approval of S.T.S.033 application. An e-Permit is initially active for 90 days, and if not used it, will be automatically renewed once for another 90-days period. For an

application with e-Permit, applicant can directly go to the licensed firearms dealership along with the information in the approval email to purchase a handgun. No paper permit will be issued by the issuing police department for these applications.

- Please advise your references that the FARS system will email them the reference questions to be answered. 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 correct information prior to submitting your application. If the wrong information is entered it may delay the process and/or require you to redo the application. This may cause you to have to pay twice.