



HAMBURG BOROUGH POLICE DEPARTMENT

Updated: 5/18/2021

Firearms Application Instructions

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:

www.njportal.com/NJSP/fars

Step 2: Click "Online S.T.S. 033 Form" and enter Hamburg Borough ORI # **NJ0190900**

****Before submitting your application, please verify your address is in the jurisdiction of the Hamburg Police Department, as some Hamburg mailing addresses are covered by other departments. You must submit your application using the correct ORI #. The application fee is non-refundable****

Be advised, the S.T.S. 033 Form is used for any of the following reasons:

- Initial Firearms Purchaser Identification Card
- Application to purchase a handgun
- Change of name, address or sex on identification card
- Lost or stolen identification card
- Mutilated identification card

Step 3: Complete the online application.

Step 4: Print out your application AND confirmation page that was emailed to you and bring to the police department with your **EXACT** payment, cash or check (\$5 for FID cards, \$2 per pistol permit). **Your application will not be processed until we have received your payment and your 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 this new process. Keep in mind that if you are applying for the initial FID card, you must print out the fingerprint form and make an appointment with *IdentoGo* to have your fingerprints taken. **For all applications submitted after 4/1/2021, the applicant will be able to download and print the Electronic Firearms Purchaser Identification Card (E-FID) from their approval email. The E-FID applicant will NOT appear at their Issuing Police Departments to retrieve any firearms licensing documents, we will no longer be providing hard copies.**

Pistol Permits: For applications submitted online from October 01, 2020 onwards, the paper permits will no longer be available. They are being replaced by electronic permits. 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 can be renewed once for another 90-day period. For an application with an 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.

- You can purchase one (1) handgun within a thirty (30) day period.
 - If you decide you want another handgun permit and you didn't get more than one initially, you will need to apply again.
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- 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 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.
 - Applicants are going to receive several Firearms Application and Registration System (FARS) generated emails at various stages of the application process. These FARS generated emails **DO NOT** indicate the status of the investigative steps that must be conducted by our Detective.
 - Upon final approval of your application by the Officer in Charge, the FARS system will send you an email indicating your application has been approved and that your FID Card and/or permit can now be accessed *electronically*.
 - For any questions about your application, please email Cassandra Louis, Administrative Assistant, at clouis@hamburgpolice.org. Do not email or call the NJ State Police Firearms Unit. The State Police will not answer any questions in pertaining to your application, and they will refer you back to our department.