

FIREARMS APPLICATIONS

Please read these instructions in their entirety before contacting this agency with any questions regarding the firearms application process. The process for obtaining a firearms identification (F.I.D.) card and/or handgun purchase permit is outlined below in detail.

F.I.D. cards and handgun purchase permits will be issued to **Piscataway Township residents only**. You must provide proof of residency; the best means is with a New Jersey driver's license with a current Piscataway address. You must be 18 years old for an F.I.D. card and 21 years old for handgun purchase permits. F.I.D. cards do not expire unless you change your name/sex/address. Handgun purchase permits are valid for 180 days from the date of issuance. Only one handgun can be purchased in a 30-day period.

Fingerprints must be completed specifically for firearms application purposes through a private vendor called IdentoGO. Police agencies do not conduct fingerprinting for firearms applications. Fingerprints completed for any other purpose do not apply to a firearms application. As per Middlesex County Prosecutor's Office directive, fingerprints for firearms applications are only valid for 5 years. After 5 years have elapsed, you must be fingerprinted again for any further firearms applications.

Firearms applications submitted through the New Jersey State Police Firearms Applicant & Registration System (FARS) are preferred. As of 10/01/2020, all handgun permits are being issued by the NJSP through the FARS system; paper handgun permits are obsolete. F.I.D. cards are still being physically issued. Paper applications are still valid but **will not** be accepted at the Central Records Bureau window and **cannot** be dropped off without an appointment. This assures there will not be a delay in your process.

All steps outlined below must be completed for your application to be processed in a timely manner. For paper applications, the steps outlined below must be completed prior to making an appointment with this agency to review and complete your application.

For application appointments and questions, call or e-mail:

- **Det. Tishun Myers @ 732-562-2358**
- **Det. Calvin Laughlin @ 732-562-2349**
- **firearms@piscatawaynj.org**

Payment is due BEFORE the processing of your application (initial F.I.D. Card - \$5.00, handgun purchase permit - \$2.00/each). Replacement or change of name/sex/address F.I.D. cards do not have a fee. All payments are now being accepted through the Piscataway Township payment portal listed below. For online payments, retain your payment receipt from the website for your records. If you cannot make payment through the website, you must contact this agency at the information provided above to schedule an appointment to make payment in person. Payment through the online portal is preferred as scheduling payment in person will delay the processing of your application. Once payment is received, the processing of your application will begin. If you are applying for a F.I.D. card, this agency will contact you once it is ready for pick up. All handgun permits through the FARS system will be issued electronically. Handgun permits through paper application must be picked up and you will be contacted once they are ready.

PROCEDURES FOR ONLINE APPLICATIONS FOR FIREARMS IDENTIFICATION CARDS AND/OR HANDGUN PERMITS (PREFERRED)

First Time Applicants:

1. Visit <https://www.njportal.com/njsp/fars/> – complete the online S.T.S. 033 form; the ORI number for Piscataway Township is **NJ0121700**.

2. Once your application is completed, you will automatically receive a form that is needed to complete your fingerprints with IdentoGO. To schedule a fingerprinting appointment, visit <https://uenroll.identogo.com/> – enter service code **2F164B** and complete the application to schedule fingerprinting with IdentoGO. Retain all receipts and paperwork pertaining to your fingerprinting.
3. Once your application is approved, you will be contacted to retrieve your F.I.D. card in person. You must bring valid identification if picking up an F.I.D. card. Handgun purchase permits are issued electronically through the FARS system. Refer to the payment instructions above as your application will not be processed until payment is received.

Returning Applicants / Current F.I.D. Card Holders:

1. Visit <https://www.njportal.com/njsp/fars/> – complete the online S.T.S. 033 form; the ORI number for Piscataway Township is **NJ0121700**.
2. Ensure that your fingerprints for firearms applications have been completed in the last 5 years. If 5 years have elapsed, then you must be fingerprinted again. If you need to update your fingerprints then follow step #2 for “first time applicants” listed above. If applicable, make sure to retain all receipts and paperwork pertaining to your fingerprinting. If your fingerprints are still valid, proceed to the next step.
3. After completing the online S.T.S. 033 application, you will be directed to the the online NJSP criminal record check (online form 212A); the ORI number for Piscataway Township is **NJ0121700**. Retain your online 212A criminal record check receipt.
4. Once your application is approved, you will be contacted to retrieve your F.I.D. card in person (if applicable). You must bring valid identification if picking up an F.I.D. card. Handgun purchase permits are issued electronically through the FARS system. Refer to the payment instructions above as your application will not be processed until payment is received.

PROCEDURES FOR FIREARMS IDENTIFICATION CARDS AND/OR HANDGUN PERMIT APPLICATIONS ON PAPER/IN PERSON

First Time Applicants:

1. Visit <https://www.njsp.org/firearms/pdf/sts-033.pdf> and complete **two copies** of the S.T.S. 033 form (Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit) but **do not** sign.
2. Visit https://www.njsp.org/firearms/pdf/sp-066_201907.pdf and complete one copy of the S.P. 066 form (Consent for Mental Health Records Search) but **do not** sign.
3. Visit <https://uenroll.identogo.com/> – enter service code **2F164B** and complete the application to schedule fingerprinting with IdentoGO. If you prefer to schedule your fingerprinting with IdentoGO over the phone then you will need to complete the [Universal Fingerprint Form](#) and bring it with you to their facility. Retain all receipts and paperwork pertaining to your fingerprinting.
4. Contact this agency at the information provided above to schedule your appointment to submit your application and make payment.
5. Once your application is approved, you will be contacted to retrieve your documents. You must bring valid identification at that time.

Returning Applicants / Current F.I.D. Cardholders:

1. Ensure that your fingerprints for firearms applications have been completed in the last 5 years. If 5 years have elapsed, then you must be fingerprinted again. If you need to update your fingerprints then follow step #3 for “first time applicants” listed above.

If applicable, make sure to retain all receipts and paperwork pertaining to your fingerprinting. If your fingerprints are still valid, proceed to the next step.

2. Visit <https://www.njportal.com/njsp/criminalrecords/default.aspx> – complete the online NJSP criminal record check (online form 212A); the ORI number for Piscataway Township is **NJ0121700**. Retain your online 212A criminal record check receipt.
3. Visit <https://www.njsp.org/firearms/pdf/sts-033.pdf> and complete **two copies** of the S.T.S. 033 form (Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit) but **do not** sign.
4. Visit https://www.njsp.org/firearms/pdf/sp-066_201907.pdf and complete one copy of the S.P. 066 form (Consent for Mental Health Records Search) but **do not** sign.
5. Contact this agency at the information provided above to schedule your appointment to submit your application and make payment.
6. Once your application is approved, you will be contacted to retrieve your documents. You must bring valid identification at that time.

GENERAL APPLICATION GUIDELINES

- The ORI number for Piscataway Township is **NJ0121700**, which must be entered accurately at all times during the application.
- At the time you begin your application, your address must be current on your driver's license. If you do not have a driver's license, another form of residence verification must be provided and it must be government issued (i.e. government work ID, tax return, W2, etc).
- If applying on paper/in person, you must bring your driver's license and a second form of government identification with you (social security card, passport, etc.) at the time you submit your application.
- Payment is due BEFORE your application will be processed. Payment through the Township portal is preferred as payment in person will delay the processing of your application. Payment in person must be scheduled by appointment.
- The S.T.S. 033 form is dual purpose for F.I.D. cards and handgun purchase permits. You can apply for an F.I.D. card and handgun permit(s) on the same form.
- If you are obtaining a new F.I.D. card due to a change of name/sex/address or mutilation of your previous card then you must surrender the old card at the time you pick up your new one.
- After you submit your application, ensure that you coordinate with your references so that they respond in a timely manner as this typically holds up most applications.
- Provide a cellular phone number and e-mail address if possible so this agency can contact you in a timely manner with any issues regarding your application.
- Falsification of a firearms application is a crime. Any misrepresentation as to the existence of any mental health record, criminal record and/or restraining order that exist in any state is illegal. Falsified applications submitted to this agency will be investigated and prosecuted to the fullest extent of the law.
- Legal advice regarding the legality of any firearms or accessories or the applicability of any criminal statutes regarding firearms will not be provided by this agency.
- For firearms regulations, visit <https://www.njsp.org/firearms>.

ONLINE APPLICATION (FARS) GUIDELINES

- Complete your online application **before** being fingerprinted. This assures that your fingerprint records link to your online application properly.
- Online firearms applications are generally processed much faster than paper applications and are preferred.

- The FARS system through the NJSP is applicant driven. If the applicant makes a mistake while applying, they can simply re-apply. Applications with errors will be withdrawn and the applicant will be required to submit another application. Please ensure that you complete your application accurately since all application fees are non-refundable and non-transferable.
- The online application can easily be completed on a desktop computer, tablet or smartphone.
- Utilize your full legal name; simplified versions (example: Joe vs. Joseph or Mike vs. Michael) will result in the withdrawal of your application. Your name must match your government issued identification.
- For the two references on your application, you will need their e-mail addresses. Advise your references about the e-mail they will be receiving and coordinate with them so they respond in a timely manner.
- You will receive automated e-mail updates throughout the online process.
- Retain all confirmation pages at the end of the online application.
- As of 10/01/2020, all handgun permits are being issued through the FARS system; paper handgun permits are obsolete.