



# CLEMENTON POLICE DEPARTMENT

## **FIREARMS PERMITS AND REGISTRATION**

The firearms application process is now fully electronic. Please follow the instructions below for the Firearms Reporting System application.

**\*\*For first time applicants, contact us at 856-783-2271 and request the Firearms Lieutenant for additional information and assistance regarding the process\*\***

**Step 1:** Visit <https://www.njportal.com/NJSP/fars>

**Step 2:** When you log on, you must enter the Clementon Police Department's ORI number which is **NJ0041000**

**\*\*KNOW YOUR JURISDICTION – IF YOU RESIDE IN GLOUCESTER TOWNSHIP WITH A CLEMENTON POST OFFICE ADDRESS YOUR APPLICATION WILL BE REJECTED AND CLEMENTON POLICE DEPARTMENT DOES NOT REGULATE AND CANNOT REIMBURSE STATE FEES PAID BY AN APPLICANT WHO SUBMITS AN APPLICATION UNDER THE WRONG ORI NUMBER. OUR ORI NUMBER IS FOR CLEMENTON BOROUGH RESIDENTS ONLY\*\***

**Step 3:** Complete the online application. You may complete the application using a smartphone, mobile device, laptop or desktop computer.

**First time applicants:** You can apply for your Firearms Identification Card and Permit to Purchase Handguns at the same time, so please make sure to check off both boxes if you wish to do so.

The Firearms ID card allows you to purchase long arms and ammunition for both long arms and handguns. The Firearms ID card is valid for 10 years. Permits to Purchase Handguns: One Permit to Purchase allows you to purchase one handgun only and is valid for up to 180 days. You can purchase one handgun in a 30-day period. Once you complete your application, you will be directed to set up a fingerprint appointment at an Identogo facility. Payment for your fingerprints will be collected at the fingerprint facility.

**Step 4:** Prior to the execution of your electronic FID card and/or electronic permits, you will be required to come to the Police Station to pay for your FID card and permits. As of December 22, 2022 the cost of the initial FID card is \$50.00 and the cost of a Permit to Purchase is \$25.00 per permit to purchase. Payments to CPD can be made in the form of cash or money order made out to "Clementon Police Department". No personal checks are accepted.

**Note:** Once your background check is complete, and your application is ready for approval, you will be notified by the Firearms Lieutenant to respond to the Police Department and pay for your FID and/or Permit(s) to Purchase. Once your payment is received, your application will be approved, and the automated email will be released. You will need to retrieve your eFID by opening the link provided in the email, you must download and/or print the card out for your records. Your ePermits will be available for execution at a Federally Licensed Firearms Dealer. The link for your eFID card will be active for one year after issuance. It is recommended that you print a copy of your eFID and store it for your records.

**References:** You will be asked to provide reference for your application. Please advise your references that they will receive an automated email questionnaire to be answered. Please advise them to complete the questionnaire immediately to fast track your background check.

The online application is applicant driven. Please ensure that you have entered the best phone numbers and emails for yourself and your references.

**Please do not respond to the Police Department until you are contacted by a representative informing you that your documents are ready to be picked up.**