



Firearms Application Procedure

Step 1: Visit this website—www.njportal.com/NJSP/fars

Step 2: Enter the Belleville PD ORI#--**NJ0070100**

Step 3: Complete the online application. When completing the application, you will need the email addresses of 2 references. (Your references can be family members). Advise your references to respond to the emailed questions in a timely fashion.

Step 4: New firearms applicants must make an appointment for fingerprints through the State of New Jersey's fingerprint vendor. Appointments can be made online.

Step 5: **You MUST respond to the Belleville Police Department to PAY for your INITIAL FID Card (\$50.00) and/or Pistol Purchase Permits (\$25.00/each) AFTER you've been fingerprinted.** Payments are to be made in CASH. Your application **WILL NOT** be processed until you have **PAID** for the FID Card and/or Pistol Permits. This Non-refundable payment is required prior to the completion of the background investigation as per ***NJAC 13:54-1.4.***

- You will be receiving automated email updates throughout the process.
- Once your application is approved, you will receive a confirmation email. At that time, your permits are ready to use!