




ALPINE POLICE DEPARTMENT

100 CHURCH STREET

ALPINE, NEW JERSEY 07620-1112

FIREARMS APPLICANT INSTRUCTIONS

FARS Application Procedures

- The firearms application process is now electronic. Please follow the below instructions for the Firearms Reporting System.
- This entire process is applicant driven. Please be sure that all the information that you enter into the application is correct. Specifically phone numbers, email addresses, and **ORI# NJ0020200**.
- You will receive automated emails from the FARS system throughout the process.
- **Step 1:** Go to the website <https://njportal.com/NJSP/fars>
- **Step 2:** Click on the orange button that says Online STS 033 Form.

- **Step 3:** Enter the ORI for the **Alpine Police Department: NJ0020200** then click "Continue" and complete the entire application process.
 - Please advise the references that you list in the FARS system. The FARS system will automatically email them to complete the questionnaire. These questions are completed online, so your reference can answer them from any device with an Internet connection.
 - Please print a copy of all documents for your records.
- **Step 4:** Once your application and the background investigation have been completed you will receive a phone call from P.O. Fierro and he will schedule a time for you to respond to headquarters to pick up your FID Card and/or Pistol Purchase Permit(s). Payment will need to be submitted at this time. Each Pistol Purchase Permit is \$2 and the FID Card is \$5 (if applicable).