



North Arlington Police Department

FARS APPLICATION PROCEDURES FOR APPLICANTS

STEP 1: visit this website. You **MUST** enter the site address as follows: www.njportal.com/NJSP/fars

STEP 2: Input North Arlington Police Department ORI # **NJ0023900**

*(You **WILL NOT** be able to complete the FARS online application **WITHOUT THE PROPER ORI#**)*

STEP 3: Complete the online application. If you complete the application using a smart phone, mobile device, laptop, or desktop computer, **YOU WILL NEED TO BE ABLE TO PRINT THE IDENTIGO FINGERPRINT FORM. IF YOU FAIL TO PRINT THE FORM, CONTACT YOUR POLICE DEPARTMENT AND REQUEST THEY PROVIDE YOU WITH THE IDENTIGO FORM, PROVIDE THE POLICE DEPARTMENT THE FARS CONTRIBUTOR CASE # THAT BEGINS WITH NJ_____.** THE CONFIRMATION NUMBER WILL NOT BE USED BY IDENTIGO OR THE POLICE DEPARTMENT ON THE IDENTIGO FORM.

STEP 4: When completing the application, you will need the email addresses of 2 reputable references. Your references can be family members.

STEP 5: The North Arlington Police Department will then contact the Applicant for payment of the INITIAL FID Card and/or Pistol Purchase Permits. (All payments must be made by check or money order to the North Arlington Police Department. Cash will not be accepted).

- If an **INITIAL** applicant applied for an FID card and forgot to apply for pistol purchase permits, the applicant must re-apply for the pistol purchase permits **AFTER** their initial application is process and approved.
- You will be receiving automated email updates throughout this new process.
- Once your application is complete, a station representative will contact you to retrieve your FID card and/or pistol purchase permit documents.
DO NOT CONTACT BY PHONE OR APPEAR IN PERSON AT YOUR POLICE DEPARTMENT UNTIL ADVISED TO DO SO.
- Please advise your references that the FARS system will email them the reference questions to be answered. Your references can complete the questions using a smart phone, mobile device, laptop, or desktop computer. Please advise them to complete the questions immediately to progress your background investigation.
- The on-line application is applicant driven. Please ensure that you have entered the best phone numbers for yourself and references as well as the best email addresses for yourself and references.