

FIREARMS Application Procedure for Applicants

- 1) Go to www.niportal.com/NJSP/fars
- 2) ORI#: NJ0091000 (applying for Union City)
- 3) First time Applicant (Click both)
 - a. Initial Firearms Purchase ID Card
 - b. Permit to purchase a handgun (Ensure the Number of permits you want)
- 4) The application will ask if you have been fingerprinted before, if you have done so with IDENTOGO, you can provide the SBI # located on your Firearms ID Card to link your fingerprints.
EXAMPLE: (123456A).
- 5) Fill out all the following:
 - a. Personal Information
 - b. Identification Information
 - c. Contact Information
 - d. Background questionnaire
 - e. Submit reference information with their email. (References can be family members)
 - Advise the reference they will receive a reference questionnaire they must fill out to progress your background investigation.

NOTE: Review and make sure all information submitted is correct. There are NO REFUNDS provided by the State Police if any errors are made in the application. You will need to reapply and pay the fee again if errors are made.

- 6) Once the application is complete, a fingerprint form will download onto whatever device you use to apply. This form is to be used for getting fingerprinted. If you need one or can't print one out, please go to the Record Room in City Hall: **3715 Palisade Ave, Union City, NJ** and ask for an Identogo Fingerprint form for Firearms Application.
 - a. Set Up Appointment for fingerprint uenrollidentogo.com
 - **Service code: 2F1648**
- 7) The Union City Police Department's Record Room will contact you once the application has been submitted to set up an appointment to obtain documents as follows:
 - [1] Proof of ID (NJ Driver's License/ID Card, must have address you applied with)
 - [3] Proofs of Residence (Bill, Bank Statement, Car Registration, Car Insurance, no propaganda)
 - [1] Paystub
 - FID Card Fee: \$50
 - Permit Fee: \$25 Each Permit Requested
- 8) 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 processed and approved.
- 9) You will receive automated email updates throughout the process, so make sure to provide a valid email address as well as the proper phone number to contact you.
- 10) Once you have been approved, a station representative will contact you to retrieve your FID Card and/or pistol purchase permits documents.

DO NOT CONTACT OR APPEAR AT YOUR POLICE DEPARTMENT UNTIL YOU ARE ADVISED TO DO SO.