



**Douglas H. Biagi**  
Chief of Police

# VENTNOR CITY POLICE DEPARTMENT

## DEPARTMENT OF PUBLIC SAFETY

6201 ATLANTIC AVENUE  
VENTNOR CITY, N.J. 08406  
(609) 822-2101 – Fax: (609) 487-8682



**Joseph W. Fussner**  
Captain of Police

## **Firearms Application and Registration System (FARS)**

The Ventnor City Police Department Firearms Investigation Unit assists residents with the application, processing, and registration of firearms. Questions regarding the FARS process may be directed to the Records Clerk during normal business hours at 609-823-7968 or via email at [lorsatti@police.ventnorcite.org](mailto:lorsatti@police.ventnorcite.org).

### **FARS Application Procedures**

**Step 1:** Visit the following website using a smartphone, mobile device, or computer.

<https://www.njportal.com/NJSP/fars>

**Step 2:** If you are a resident of Ventnor City and it is your intent to submit your application to the Ventnor City Police Department, you must enter the Ventnor City Township Police Department's Originating Agency Identifier (ORI) # exactly as shown:

NJ0012200

If the application is submitted with an incorrect ORI #, the ORI# on the application cannot be changed. A new application must be submitted.

**Step 3:** Complete the online application and print the confirmation page. This page contains information needed for subsequent steps.

If you are applying for an initial Firearms Identification Card, after completing the FARS application, you will be required to make an appointment for your fingerprints to be processed. Instructions will be provided on the confirmation page. You have 90 days from the date of application to have your fingerprints processed. Failure to do so will result in your application being automatically deleted from the FARS system and it will be necessary to reapply.



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Please note the following regarding Handgun Purchase Permits:

- a. ONE (1) Permit is required for each handgun you wish to purchase (each permit is \$2).
- b. Per state law, you can only purchase one (1) handgun in a 30-day period.
- c. Permits expire after 90 days.
- d. If you want to purchase additional handguns after all issued permits have been used, or if the permit(s) have expired, you must apply for additional permits.
- e. If you apply for only a Firearms Identification Card but later decide you also want a Handgun Purchase Permit, a new application must be submitted.

**Step 4:** You must submit payment for your Firearms Identification Card and/or Handgun Purchase Permit(s) to the Ventnor City Police Department Records Office during normal business hours (Monday – Friday 8:30AM to 4:30PM). Accepted forms of payment are cash, money order, or check. The fee for the initial Firearms Identification (FID) Card is \$5.00. The fee for each Handgun Purchase Permit is \$2.

### **Important Information:**

- You will be receiving automated email updates throughout this process.
- Notification of approval does not mean that your permits are immediately ready for pick up. You will receive a separate email notifying you that your FID card and/or Handgun Purchase Permit(s) are completed and available. If you do not receive this notification and you attempt to retrieve your document(s), you will be asked to return at a future date.
- Completed FID cards and/or Handgun Purchase Permits may be picked up at the Ventnor City Police Department Records Office during normal business hours (Monday – Friday 8:30 to 4:30).
- Please advise your references that the FARS system will email a questionnaire regarding your application. Advise your references to check their email system to ensure the email was not discarded as “spam.”
- Your references must complete the questionnaire online. Advise them to complete the questions immediately so that your application will progress in a timely manner. A delay in a reference’s response will result in a delay in the application process.
- Provide the best email addresses and telephone numbers for both your references and yourself.
- The New Jersey State Police website provides information on New Jersey firearms laws, transportation of firearms, and frequently asked questions. The site can be found by following this link:

**<http://www.njsp.org/firearms/index.shtml>**