



WEST MILFORD TOWNSHIP POLICE DEPARTMENT

1480 Union Valley Road
West Milford, NJ 07480
973-728-2800

Firearms Application

Updated 10/2020

Hours for Firearms drop off: M-F 8:00-4:30

Please read and follow these directions carefully, as some procedures have changed. You will not be able to access your application online once it has been submitted.

Step 1: Visit this web site. You must enter the site address as follows:
www.njportal.com/NJSP/fars

Step 2: Enter West Milford ORI # [NJ0161500](#)

Step 3: Complete the online application.

Step 4: Print out your application AND confirmation page that was emailed to you and bring to the police department with your EXACT payment (\$5 for FID cards, \$2 per pistol permit). Your application will not be processed until we have received payment and confirmation page. A non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4.

- **FID cards:** You will be receiving automated email updates from the NJSP portal throughout this new process. The physical Identification card must be obtained at your issuing police department. Keep in mind that if you are applying for the initial FID card, you must print out the fingerprint form and make an appointment with IdentoGo to have your fingerprints taken. **Once you have been printed, please bring your form and receipt to Police Records.** Once your application has been processed and approved, you will receive an email from this department; you must bring a proof of identity (Picture ID with Name and Date of Birth) when picking up your FID card.

Pistol permits: For applications submitted online from October 01, 2020 onwards, the paper permits will no longer be available. They are being replaced by electronic permits. An e-Permit becomes active from the date of approval of S.T.S.033 application. An e-Permit is initially active

for 90 days, and can be renewed once for another 90-days period. For an application with e-Permit, applicant can directly go to the licensed firearms dealership along with the information in the approval email to purchase a handgun. No paper permit will be issued by the issuing police department for these applications.

- Please advise your references that the FARS system will email them the reference questions to be answered. 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 correct information prior to submitting your application. If the wrong information is entered it may delay the process and/or require you to redo the application. This may cause you to have to pay twice.