



Branchburg Township Police Department
Firearms Registration and Application System



STEP 1: Login to www.njportal.com/njsp/fars

STEP 2: Branchburg Police ORI Number is – **NJ0180500**

STEP 3: Complete the online application. You may complete the application using a smartphone, mobile device, laptop or desktop computer. When completing the application, you will need the email addresses of (2) reputable references. Also print out and complete the Mental Health Records Form. ***If you do not have Internet or Email access you can still pickup an application at the Police Department.***

STEP 4: You **must** appear at Branchburg Police Department during normal business hours 8:00am to 4:00pm to pay for your Initial Firearms Identification Card (FID Card) and/or Handgun Purchase Permit(s) and also turn in your Mental Health Records Form. Your application will not be processed until you have paid for the FID Card and/or Handgun Permit(s). Non-refundable payment is required to be made prior to the completion of the background as per NJSC 13:54.1.4.

Application Process Information

- The new online application process is applicant driven. You will be receiving automated email updates throughout this new process.
- Please ensure that you have entered the best phone numbers for yourself and your references as well as the best email addresses for you and your references.
- Please advise your references that the FARS System will email them the reference questions to be answered and to be sure to check their Spam/Junk Folders as well depending on their email settings.
- Your references can complete the questions using a smartphone, mobile device, laptop or desktop computer. Please advise them to complete the questions immediately which will help progress your background application.
- Once your application is complete, a representative from the Branchburg Firearms Investigation Unit will contact you to pick-up your FID Card and/or Handgun Purchase Permit.

Questions or Concerns

- Any questions or concerns please contact:
 - SGT. Tom Meola via phone at – 908-526-3830 Ext. 407
 - Or via email at tom.meola@branchburg.nj.us