

DEPARTMENT OF POLICE
BOROUGH OF HILLSDALE



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Hillsdale, New Jersey 07642
Headquarters: 201-664-4200

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FARS Application Procedures

- The firearms application process is now electronic, please visit www.hillsdalepolice.com for online instructions.
- This entire process is applicant driven. Please be sure that all of the information that you enter into the application is correct. Specifically, phone numbers, email addresses, and ORI (NJ0022700).
- You will receive automated emails from the FARS system throughout the process.
- When deciding on how many permits that you would like, please take the following into consideration:
 - o One permit is needed for each handgun you wish to purchase (\$2 each)
 - o You can only purchase 1 handgun every 30 days.
 - o Permits are only good for 90 days (90-day extension can be granted).
 - o After the process is over and you need an additional permit, you must complete the entire process again. Applications can not be modified to add additional permits.

Step 1: Go to the website <https://njportal.com/NJSP/fars> if the link does not work please copy and paste it into a new browser window.

Step 2: Click the orange button that says “Online S.T.S. 033 Form”

Step 3: Enter the ORI for the Hillsdale Police Department NJ0022700 then click “Continue” and complete the entire application process.

- Please advise your references that you listed them in the FARS system. The system will automatically email them to complete the questionnaire. These questions are completed online, so your references can answer them from any device with an internet connection.
- Please print a copy of all documents for your records.

Step 4: Proof of employment must be submitted to the Firearms Investigation Unit. You may submit a letter on company letterhead from your employer or a paystub (Only salary information may be redacted). Your submission should be hand delivered to our police desk. Please address the envelope with your name to the attention of the “Firearms Investigation Unit”.

Step 5: Once your application and background investigation have been completed you will receive a phone call to schedule a time for you to pick up your FID and/or Pistol Purchase Permit (s).

- Payment will need to be submitted at this time. Each Pistol Permit is \$2 and the FID card is \$5 (if applicable). Cash or check made payable to the “Borough of Hillsdale” are the only acceptable forms of payment.

If you need any assistance please contact PO Buesser or PO Considine at (201)664-4200