



CHERRY HILL POLICE DEPARTMENT

[FARS Application Procedures for Applicants]

Step 1: Visit this website. You MUST enter the site address as follows:

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

Step 2: **Enter the Cherry Hill Police Department nine digit ORI #: NJ0041200**

(You WILL NOT be able to complete the FARS on line application WITHOUT THE PROPER ORI#)

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 correct email addresses of two (2) reputable references. Your references can be family members.

- Please advise your references that the FARS system will email them the reference questions to be answered. 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 expedite your background investigation.
- You will be receiving automated email updates throughout this new process.
- Disclosure of your social security number and driver's license details are voluntary. However, without it, the processing of the application may be delayed.
- The on line application is applicant driven. Please ensure that you have entered the best phone numbers for yourself and references as well as the best email addresses for yourself and references.
- If you have resided out of the State of New Jersey within the last 10 years, you must respond to the **Police Records Windows** and sign a consent for **Mental Health Records Form** for your application to proceed.

Step 4: Once your application is complete, a station representative will contact you to retrieve your FID card and/or pistol purchase permit documents. You MUST appear at the Cherry Hill Police Department in person. The applicant will be required to make payment when they respond to retrieve their documents. Permit to purchase a handgun cost \$2.00 per permit and initial firearms purchaser identification card cost \$5.00.