



# FIREARMS ID CARD APPLICATION AND PERMIT TO PURCHASE HANDGUN INSTRUCTIONS

**STEP 1:** Go to the [NEW JERSEY FIREARMS APPLICATION & REGISTRATION SYSTEM \(FARS\)](#) website and completed the online application for the permit that you are seeking. Applicants residing in Elk Township must use our ORI # **NJ0080400**. (You will not be able to complete the FARS online application without the proper ORI#)

**Step 2:** If you have never been fingerprinted before for firearms purposes, you will need to go for fingerprinting. Fingerprinting appointments **MUST** be scheduled through the [IDENTOGO](#) website. A link to the website is listed on the Elk Township firearms webpage. The unique “Service Code” required on the Identogo website for firearms licensing is 2F164B

**Step 3:** Payment for Firearms ID Cards and Handgun Permits: Once an applicant submits their application through the FARS system, you must submit your permit fees to the Elk Township Police Clerk. New Jersey State Administrative Code (N.J.A.C.13:54-1.4) specifies that this is a non-refundable payment and that is to be submitted at the time application. Failing to submit your payment in a timely manner will delay your application process. **YOUR BACKGROUND INVESTIGATION PROCESS WILL NOT BEGIN UNTIL YOUR PAYMENT HAS BEEN SUBMITTED.**

First time firearms ID card applicants	\$50.00	Cash, Check or Money Order Payable to Elk Township
Change of Address on Firearms ID	No Fee	N/A
Permits to purchase handguns	\$25.00 each	Cash, Check or Money Order Payable to Elk Township
Permit to carry a handgun	\$150  Plus, an additional  \$50.00	Cash, Check or Money Order Payable to Elk Township   Money Order made payable to the Treasurer of State of New Jersey

## Additional Information

- If you have lived outside of the State of New Jersey within the past ten (10) years, you will need to appear at the Elk Township Police Department and complete an Out-of-State Mental Health Consent Form.
- As of January 1, 2021, all approved applicants will receive electronic versions of their Firearms ID Cards (E-FID Card) and/or Handgun Permits (E-Permit).
- If an **INITIAL** applicant applied for a firearms identification card and forgot to apply for pistol purchase permits, the applicants must re-apply for the pistol purchase permits **AFTER** their initial application is processed and approved.
- Please call the Police Clerk at (856) 881-6688 ext. 122 with any questions.