



**Westville Police Department**  
**167 Broadway**  
**Westville, NJ 08093**  
**(856) 456-9444**

**William E. Whinna IV**  
**Chief of Police**

**APPLICATION PROCESS CHANGE FOR FIREARMS ID CARD AND HANDGUN PERMIT.**

Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit

**Step 1:**

Visit the website: [www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)

**Step 2:**

Enter the ORI # for the Westville Police Department: NJ0082100

**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 two (2) reputable references.

**Step 4:**

You **MUST** appear at your Police Department to **PAY** for your INITIAL FID card and/or Pistol Purchase Permits. Fees must be paid by cash, check or money order. Payments should be submitted with your FARS confirmation number. Your application **WILL NOT** be processed until you have paid for the FID Card/Pistol Permits. All fees are non-refundable and need to be collected **PRIOR** to completing background and issuing FID Cards/Permits as per NJAC 13:54-1.4.

\*You will be receiving automated email updated throughout this new process.

\*Once your application is complete, a station representative will contact you to retrieve your FID card and/or pistol purchase permit documents.

\*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 to progress your background investigation.

\*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.

\*It is highly encouraged that you include a SSN where indicated. Failure to do so could significantly delay processing of the application.