



TOWNSHIP OF NUTLEY

DEPARTMENT OF PUBLIC SAFETY
PUBLIC SAFETY BUILDING
228 CHESTNUT STREET
NUTLEY, NEW JERSEY 07110
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Director

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Chief of Police

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FARS Application Procedures for Applicants:

Step 1: visit this website. You MUST enter the site address as follows:
www.njportal.com/NJSP/fars

Step 2: The NUTLEY POLICE DEPARTMENT ORI# is: **NJ0071600**
(Note: You **WILL NOT** be able to complete the FARS online 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 email addresses of 2 reputable references. Your references may be family members. Please verify email addresses prior to completing application. Advise your references that they will be receiving the questionnaire.

Step 4: You must scan or photograph your New Jersey Driver's License **and** your birth certificate, passport or naturalization papers and email them to gformato@nutleypd.com
During the State of Emergency all municipal fees have been waived.

- **If this is an initial (first time firearms application), please be sure to check off the Initial Firearms ID card with all applications. If you have already been issued an FID, you may disregard this.**
- **While FID's do not expire the Permit to Purchase a Handgun expires 90 days from date of issue and you may only purchase on handgun within any 30 period.**

*You will be receiving automated email updates throughout this process.

*Once your application is complete and has been approved, the Nutley Police Department Firearms Unit will contact you by email to retrieve your FID card and/or pistol purchase permit documents. **Please do not call and request progress updates. Any questions or concerns should be directed to gformato@nutleypd.com**

Please add gformato@nutleypd.com to your contacts so that important communication is not routed to your spam folder. If you are using a Yahoo email account, please check your spam folder for any missed correspondents. In the event we cannot reach you may receive an email from nutleyfirearmsunit@yahoo.com

*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