



TOWNSHIP OF NUTLEY

DEPARTMENT OF PUBLIC SAFETY
PUBLIC SAFETY BUILDING
228 CHESTNUT STREET
NUTLEY, NEW JERSEY 07110
(973) 284-4940



ALPHONSE PETRACCO
Director

Phone: (973) 284-4935
Fax: (973) 284-4920

THOMAS STRUMOLO, JR.
Chief of Police

Phone: (973) 284-4947
Fax: (973) 284-6207

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**
(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.

Step 4: You MUST appear at the NUTLEY Police Department to PAY for your INITIAL FID Card and/or Pistol Purchase Permits. Your application WILL NOT be processed until you have PAID for the FID Card/Pistol Permits. Non-refundable payment by personal check or money order only is required to be made prior to the completion of the background as per NJAC 13:54-1.4. At the same time you MUST also provide photocopies of your FARS confirmation email, birth certificate, passport or naturalization papers AND your driver's license.

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

*Once your application is complete and has been approved, the Nutley Police Department Firearms Unit 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