

# KEARNY POLICE DEPARTMENT

## IDENTIFICATION BUREAU

237 Laurel Avenue Kearny, New Jersey 07032

Chief of Police

George King

## FID Card Procedures (FARS)

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

In addition to your personal information you will need the Town of Kearny ORI: **NJ0090700**

Complete the online application. As part of the application process you will need to be fingerprinted; which will require a printed Identogo form. It is recommended you complete the process on a computer with the ability to print. If you elect to complete the application from a smart phone, or otherwise do not have access to a printer, contact the ID Bureau for an Identogo form. **NOTE:** If you fail to print the Identogo form you will need to provide the ID Bureau with the **FARS CONTRIBUTOR CASE #** that begins with NJ\_\_\_\_\_.

(Enter contributor case # above)

**You will need the email addresses of 2 reputable references.** Your references should be advised that the FARS system will email them the reference questions which can be completed using a smart phone, mobile device or computer with an internet connection. Your references should also be advised to complete the questions immediately to progress your background investigation.

After completing the above contact the ID Bureau for an appointment to submit the scheduled fees. Upon scheduling your appointment you will be advised what documents to bring with you. A fee of \$5.00 will be collected for your FID application, and should you opt to apply for a handgun purchase permit at the time of application, a fee of \$2.00 will be collected for each permit you are applying for. Funds may be submitted in cash, check, or money order. Your application will **NOT** be processed until you have attended your **scheduled** appointment.

The FARS on-line application is applicant driven. Please ensure that you entered the best contact information (phone, email, etc.) for yourself as well as your references.

You will be receiving automated email updates throughout the process. Once your application is complete you will be notified by a Detective from the ID Bureau. If you have any additional questions please contact Det. West (FWEST@KearnyNJPD.org) or Det. Hroncich (SHRONCICH@KearnyNJPD.org) at (201)998-1313 x2812.

Thank You,  
Det. Frank West, #255