



Maple Shade Police Department  
Township of Maple Shade  
In the County of Burlington



Christopher J. Fletcher  
Chief of Police

## Application for Firearms Purchaser Identification Card and/or Handgun Purchase Permit for Residents of Maple Shade Township

- Step 1:** Visit the website: [www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars) to access the online S.T.S. 033 form.
- Step 2:** Enter the ORI # for the Maple Shade Police Department: **NJ0032000**. You must enter the ORI number to start the online application. Please ensure the agency ORI number is correct on the form. If an incorrect ORI number is entered on the form, you will NOT receive a firearms ID card or permit to purchase and you will not get a refund if payment has been made.
- 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 can be family members.
- Step 4:** Once your application is complete, a department representative will contact you to pick up and pay for your FID card and/or pistol purchase permit documents. Your FID card and/or permits can be picked up at the Maple Shade Police Department during normal business hours (8am to 4pm, Monday to Friday).

### **Important Information**

- \* You will be receiving automated email updated throughout this new process.
- \* 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.
- \* If you have never been fingerprinted for firearms purpose, you will need to go for fingerprinting with the Universal Fingerprint Form that will be generated after successful submission of your application. However, if you have been fingerprinted before for firearms purposes, upon completion of the application and online payment, you will have completed both S.T.S. 033 and 212A requirements.
- \* Please contact the Maple Shade Firearms Unit with any questions (856) 779-9499