



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



Christopher J. Fletcher
Chief of Police

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

The S.T.S. 033 Form is prescribed by the Superintendent for use by applicants for Firearms Purchaser I.D. Cards & Handgun Purchase Permits.

STEP One: The Maple Shade Police Department Firearms Unit is responsible for processing firearms applications for residents of the Township of Maple Shade. The online S.T.S. 033 Form is available at <https://www.njportal.com/njsp/fars/>

STEP Two: Complete the online application. You may complete the application using a smartphone, mobile device, laptop, or desk top computer. For Maple Shade Township residents only, the Originating Agency Identifier (ORI) number is **NJ0032000**. You must enter the ORI number to start the online application. Please ensure that 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 a permit to purchase. You will then have to re-apply using the correct ORI number and pay for the process again. A refund cannot be issued. When completing the application you will need the email addresses of two (2) reputable references. Your references can be family members.

STEP Three: If you have never been fingerprinted for firearms purposes, you will be prompted to schedule an appointment for fingerprinting utilizing the Universal Fingerprint Form provided by Identogo that will be generated after successful submission of the online application. Please ensure that this form is printed and brought along to your appointment.

If you have previously been fingerprinted for firearms purposes, upon completion of the application and payment, you will have completed both S.T.S 033 and 212A background requirements.

Step Four: Once your application has been successfully submitted you MUST appear at the Maple Shade Police Department during normal business hours (8am to 4pm, Monday to Friday) to pay for your Initial Firearms ID (FID) card and/or Handgun permits and provide proof of identification. Your application WILL NOT be processed until you have paid for the FID card/permit(s). Non-refundable payment is required to be made prior to the completion of the background as per NJAC 13:54-1.4.

200 STILES AVENUE, P.O. BOX 368, MAPLE SHADE, NJ 08052 - TELEPHONE 856-234-8300 FAX 856-482-5866

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IMPORTANT INFORMATION

- ** You will be receiving automated email updates throughout this new process.
- ** Once your application is approved by the Chief of Police, a department representative will contact you to pick up your FID card. The FARS system will automatically generate your electronic pistol permit(s) and provide a link that you as the buyer and Licensed Firearms dealers will have access to. Permits can be executed by Licensed Gun Dealers and/or private transfers.
- ** 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 desk top computer. Please advise them to complete the questions immediately to progress your background investigation.
- ** The online application is applicant driven. Please ensure that you have entered the best phone numbers and email addresses for yourself and your references.