



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

Effective 7/27/2021

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 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 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.

STEP Three: If you have never been fingerprinted before for the firearms purposes, you will need to go for fingerprinting with the Universal Fingerprint Form that will be generated after successful submission of the FARS application. However, if you have been fingerprinted before for firearm purposes, upon completion of this form and payment, you would have completed both S.T.S 033 and 212A requirements.

Step Four: You can appear at the Maple Shade Police Department during normal business hours (8am to 4pm, Monday to Friday) to pay for your Initial Firearms ID card \$50.00 and/or Handgun permit(s) \$25.00 each or you have the option of paying on our website www.mapleshadepd.com, click on forms, scroll down to bottom for online payments (e check payments have a service fee of \$1.95 and debit/credit card payments have a service fee of 2.95%). 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.



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IMPORTANT INFORMATION

- ** You will be receiving automated email updates throughout this new process.
- ** Once your application is complete and payment is received, a department representative will contact you to let you know that it is complete and you will receive an automated email containing a link to download your Firearms ID card and/or Handgun permit(s).
- ** 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 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.