

Permit Execution (Dealer) – LEO with NICS check

Retail Firearms Dealer – E-Permit Execution: One permit

- 1) Run a NICS Check as you normally would. Click on NICS Home.

The screenshot shows the NICS ONLINE website interface. At the top, there is a dark blue header with the State of New Jersey seal on the left, the text "STATE OF NEW JERSEY NEW JERSEY STATE POLICE NICS ONLINE" in the center, and the State Police NJ logo on the right. Below the header is a navigation bar with links: "Account Admin - 3550", "FARS Home", "NICS Home", "Manage Account", "Help", and "LogOff". The main content area features a "Main Menu" button with a home icon, and two buttons below it: "NICS Home" and "FARS Home". At the bottom, there is a footer with contact information for New Jersey State Police, support links (Help & FAQs, New Jersey State Police Website, Office of the Attorney General Website), and policies (Privacy Policy, Accessibility Policy, Security Policy). A small map of New Jersey is also present in the footer.

- 2) Click on Request Form

The screenshot shows the "National Instant Criminal Background Check System (NICS)" page. The title is "National Instant Criminal Background Check System (NICS)". Below the title, it states: "You can submit the NICS request and search for any submitted request from the links below." A "Please Note:" section follows, with three bullet points: "Real-time validation is performed for the purchaser's SBI Number with New Jersey's Master Name Index file records. NICS Check request can be submitted only if the information entered matches with this records system.", "Any request that can't be processed will be marked 'Deficient'. These returns can be accessed from the 'Deficient Requests' queue. They will need to be resubmitted with the required information to be processed. However, information used in real-time validation for SBI Number can NOT be updated while resubmitting.", and "DO NOT make multiple submissions. There are no refunds for multiple submissions of the same request." At the bottom, there are four orange buttons with white text and arrows: "Request Form →", "Transaction Search →", "Deficient Requests →", and "Delayed Requests →".

3) Enter the required information and click Continue.

New Jersey State Police National Instant Criminal Background Check System Requests

Personal Contact Review

Complete All Required Fields [*]

Personal Information

First Name *

Last Name *

Do you have a VALID Driver License? (The license must not be suspended or revoked)

Yes

No

SBI Number *

Social Security Number

Date of Birth *

Sex *

Race *

Type of Purchase * (select one)

Is the purchaser a United States Citizen? *

Verifier's Full Name *

Continue →

Cancel x

4) Certain exceptions may apply, indicate the information accordingly.

Type of Purchase * (select one)

Hand gun - sold by Dealer

Is the purchaser a United States Citizen? *

Yes

No

Is purchaser a police officer for a Federal, State or Local Law Enforcement Agency and at least one of the firearm is being purchased for use in actual performance of Law Enforcement Duties?

Yes

No

Is purchaser applying for more than one handgun within a 30 days' period? *

Yes

No

A dealer shall not knowingly deliver more than one handgun to any person within any 30-day period pursuant to N.J.S. 2C:58-2a(7) unless the purchaser is a law enforcement officer or has exemption approved by Superintendent of the State Police to purchase multiple handguns.

Verifier's Full Name *

1 - FOUR SEASONS HUNTING & FISHING, has physically checked the Law Enforcement Identification.

5) Continue to provide the required information, Click Continue.

New Jersey State Police National Instant Criminal Background Check System Requests

Personal Contact Review

Complete All Required Fields [1]

Address information

Address 1 *

Address 2

City *

State *
New Jersey

Country *
United States

Zip code *

Phone information

Applicant's Phone

Example: 999-999-9999 or 9999999999

Continue → ← Go Back Cancel x

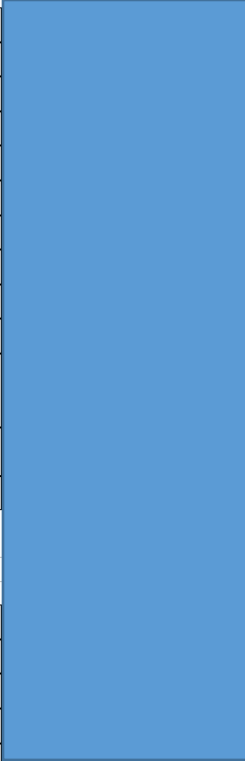
6) Verify the information and click continue.

New Jersey State Police National Instant Criminal Background Check System Requests

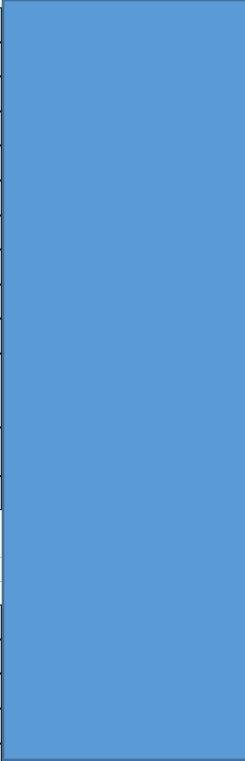
Personal Contact Review

Complete All Required Fields [*]

Purchaser Personal Information

Full Name	
Type of valid government ID being used	
Valid government ID number	
Sbi Number	
Social Security Number	
Date of Birth	
Sex	
Race	
Type of purchase	
Is United States Citizen?	
Is purchaser a police officer for a Federal, State or Local Law Enforcement Agency and at least one of the firearm is being purchased for use in actual performance of Law Enforcement Duties?	
Is applying for more than one handgun within a 30 days' period?	
Verifier's Full Name	
« Edit Purchaser	

Contact Information

Address 1	
Address 2	
City	
State	
Zip Code	

7) Enter payment information. Submit Payment.

Payment

Payment Type

Payment Type *

Credit Card

Next >

Customer Information

Payment Info

Cancel

Payment

Payment Type

Credit Card

Customer Information

Address Dealer Dealer
Dealer
123 Main St
Trenton, NJ 08628

Country United States

Phone

Email Address

Payment Info

Credit Card Number *

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

Credit Card Type

Complete all required fields [*]

Next >

Cancel

Payment

Payment Type

Credit Card

Customer Information

Address Dealer Dealer
Dealer
123 Main St
Trenton, NJ 08628

Country United States

Phone

Email Address

Payment Info

Credit Card
Visa ****1111
Exp. 05/2027

Name on Credit Card
Dealer

Next >

Cancel

Submit Payment

8) Review Confirmation and Receipt.

Confirmation & Receipt

Your NICS request is complete! The form will be submitted to the New Jersey State Police NICS Operation Center for processing. You will receive a Confirmation Dealership Email for this request. You can login to your account to check the current status at any time.

You will get another email when the NICS Operation Center has processed this request.

Transaction Information

Transaction Date:	Wednesday, September 9, 2020 1:17 PM
Amount:	\$16.00
Billing Number:	20253000323

Purchaser Information

Name:	
Address:	
Type of Purchase:	
SBI Number:	

[Make another request →](#)

9) Verify the NICS Check was processed and approved. Click Transaction Search.

National Instant Criminal Background Check System (NICS)

You can submit the NICS request and search for any submitted request from the links below.

Please Note:

- Real-time validation is performed for the purchaser's SBI Number with New Jersey's Master Name Index file records. NICS Check request can be submitted only if the information entered matches with this records system.
- Any request that can't be processed will be marked 'Deficient'. These returns can be accessed from the "Deficient Requests" queue. They will need to be resubmitted with the required information to be processed. However, information used in real-time validation for SBI Number can NOT be updated while resubmitting.
- DO NOT make multiple submissions. There are no refunds for multiple submissions of the same request.

[Request Form →](#) [Transaction Search →](#) [Deficient Requests →](#) [Delayed Requests →](#)

10) Search by date range or any other available criteria.

Dealer Search

Transaction Search Criteria

Search Criteria

Transaction Date

Purchaser Information

Billing Number

Start Date

End Date

Status

Submitted

Approved

Delayed

Denied

Deficient

Closed

[Search →](#) [Cancel x](#)

11) If the status shows approved, you may move on to the E-permit Execution. Click on Fars Home

Search Results

Search Criteria

Start Date: 09/09/2020
End Date: 09/09/2020

Transaction Summary

Total Transactions: 1
Total Transaction Amount: \$16.00

Results

Transaction Date	Billing Number	Purchaser Name	STN Number	SBI Number	Status	Details
9/9/2020 1:17:25 PM	20253000323				Approved	

1

Download **Cancel x**

12) You will see three options for FARS Home. For executing one E-Permit, Click Handgun Permit Execution.

Main Menu for Firearms Permit Applications

Handgun Permit Execution

Multiple Handgun Exemption Applications

Executed Permit Search

13) Enter the purchasers SBI Number, Date of Birth and One Permit.

Start NICS Check Select Permit Handgun Information Review

Permit to Purchase a Handgun & Form of Register

Start Permit Execution

SBI Number *

Date of Birth *

mm/dd/yyyy

Permit Type *

One Permit

Multiple Permits

Continue Back

14) If the purchaser is a law enforcement office, indicate it now. Click Continue.

Permit to Purchase a Handgun & Form of Register

Start Permit Execution

SBI Number *

Date of Birth *

Permit Type *

One Permit

Multiple Permits

Number of Permits To Be Executed *

Multiple Permit Exemption Type *

Exempt from 1 days' rule because of approved multiple handgun exemption

Exempt from 1 days' rule because purchaser is a Law Enforcement Officer and at least one of the handgun being purchased is for use in performance of Law Enforcement Duties

15) Prior to selecting the permit for execution, you must select the correct approved NICS Check to link to the permit. Typically you will only see one valid NICS Check per SBI number. After selecting the NICS Check, Click Continue.

Start NICS Check Select Permit Handgun Information Review

Permit to Purchase a Handgun & Form of Register

NICS Check

SBI Number

Date of Birth

NICS Checks Processed in past 3 days for Handguns

	Confirmation Number	Status	Status Date	Executed	Law Enforcement Officer	Multiple Handguns
<input checked="" type="radio"/>	20252000320	Approved	9/8/2020	Yes	No	No
<input checked="" type="radio"/>	20252000321	Approved	9/8/2020	No	No	No
<input type="radio"/>	20252000322	Approved	9/8/2020	No	No	Yes (2)

Continue

Back

Cancel

- 16) Click on the correct application with available permits. You will only be able to select an active application that corresponds to the type of purchase being conducted. Verify the information associated with the application and permits. After selecting and verifying the information, Click Continue.

Permit to Purchase a Handgun & Form of Register

Select Permit

SBI Number

Date of Birth

Active Firearm Permit Applications Available

Confirmation Number	Purchaser Name	Expiry Date	Total Permits	Available Permits	MHE Status
20253000552	James Hearne	9/12/2020	3	3	Not Applicable

Permit Information

Expiry Date

Issuing Agency

Address of Issuing Agency

Purchaser Information

Name

Address

Date of Birth

Sex

Race

Height

Weight

Eye Color

Hair Color

- 17) You will now be prompted to enter the handgun information. Click Add Handgun Information.

Start NICS Check Select Permit Handgun Information Review

Permit to Purchase a Handgun & Form of Register

Handgun Information

[+ Add Handgun Information](#)

[Continue](#) [Back](#)

- 18) Enter the Serial Number, Caliber, Make and Model of the handgun. If the handgun is an antique and does not have a serial number check the corresponding box.

Start NICS Check Select Permit Handgun Information Review

Permit to Purchase a Handgun & Form of Register

Handgun Information

Serial Number	Caliber *	Make *	Model *
<input type="text" value="XXXXXXXXXX"/> <input type="checkbox"/> This handgun does not have a Serial Number.	<input type="text" value="Caliber"/>	<input type="text" value="Make"/>	<input type="text" value="Model"/>




[+ Add Handgun Information](#)


[Continue](#) [Back](#)

- 19) You may only add handgun information for up to the # of permits selected in the beginning of this process. This example is 3 permits with a LE exemption.

Permit to Purchase a Handgun & Form of Register

Handgun Information

Serial Number	Caliber *	Make *	Model *	
23423 <input type="checkbox"/> This handgun does not have a Serial Number.	9mm Makarov	Alexander Arms	5	
4345 <input type="checkbox"/> This handgun does not have a Serial Number.	.223 Remington or 5.56mm x 45r	Zastava Arms	3	
XXXXXXXXXX <input checked="" type="checkbox"/> This handgun does not have a Serial Number.	5.7	FN or Fabrique Nationale or FNH	5.7	


[+ Add Handgun Information](#)
Not allowed to add more than 3 Handgun information 

- 20) All the fields are free text; however, caliber and make will offer suggestions based on the information entered. For common caliber and makes, this function will help keep a consistent record. Once entered, and double checked for accuracy, click Continue.

Start NICS Check Select Permit Handgun Information Review

Permit to Purchase a Handgun & Form of Register

Handgun Information

Serial Number	Caliber *	Make *	Model *	
123456789 <input type="checkbox"/> This handgun does not have a Serial Number.	9mm Luger or 9mm X 19mm	Glock	19	

[+ Add Handgun Information](#)

[Continue](#) [Back](#)

- 21) Review all the information for accuracy. You will have the ability to correct any errors before memorializing the transfer. If everything is correct, check the box declaring the information is accurate and click Continue.

Permit to Purchase a Handgun & Form of Register

Review all entered information below. If changes need to be made, click the appropriate EDIT button

Review

Start

SSN Number [Redacted]
 Date Of Birth [Redacted]
 Permit Type [Redacted]
 Number of Permits To be Executed [Redacted]
 Multiple Permit Exemption Type [Redacted]

[Edit](#)

NICS Check

Confirmation Number [Redacted]
 Approval Date [Redacted]
 For Law Enforcement Officer? [Redacted]
 For Multiple Handguns? [Redacted]

[Edit](#)

Permit Information

Serial Number	4345
Caliber	.223 Remington or 5.56mm x 45mm
Make	Zastava Arms
Model	3
Serial Number	No Serial Number
Caliber	5.7
Make	FN or Fabrique Nationale or FNH Fabrique Nationale Herstal
Model	5.7

[Edit](#)

Sales Person

I declare, under penalty of perjury, that to the best of my knowledge and belief, all the information provided in this form is true, correct, and complete.

I have verified that the purchaser is a Law Enforcement Officer.

Name [Redacted]

[Continue](#) [Back](#)

- 22) You will be directed to a Confirmation and receipt page. This page generates an email to the applicant to both confirm the purchase/transfer of the handgun and provide a link to print or electronically save their own paper permit.

Permit to Purchase a Handgun & Form of Register

Confirmation & Receipt

You have successfully executed the Permit to Purchase a Handgun & Form of Register. The purchaser will be sent the Confirmation Email with link to the permit copy. Executed permits can be accessed from the Executed Permit Search in the FARS section.

Transaction Information

Permit Number	20247000528-03
Number of Permits Executed	1
Execution Date	9/9/2020 8:47:51 AM
Purchaser Name	[Redacted]
Purchaser Email	[Redacted]
Issuing Agency	[Redacted]
Exemption Used	[Redacted]
Name of Salesperson	[Redacted]

[Home](#)

