Instructions to apply for a Pistol Permit

Temporary State Permit

1. Applicant must be at least 21 years of age and a citizen of the United States.

2. Must provide a valid driver’s license, proving residency.

3. Temporary permit is valid for 60 days – cannot be renewed. If temporary permit expires, you must reapply to local authority.

4. Permit valid to carry firearms only – Not valid for purchase of firearms.

5. Obtained at local police department/local issuing authority (Brooklyn Town Hall).

Upon applying for a Temporary State Permit, the local police department/local issuing authority will collect the following fees:

- $13.25 Bank check, money order or personal check for FBI criminal history background check made payable to Treasurer-State of CT.
- $75.00 Bank check, money order or personal check for CT criminal history background check made payable to Treasurer – State of CT.
- $70.00 cash, check or credit card; checks payable to the Town of Brooklyn.

6. State law requires fingerprinting and criminal history checks. Fingerprinting can be taken at Troop D State Police Barracks located at 55 Westcott Road, Danielson. Fingerprinting are done at shift
change only, 8am, 4pm and midnight. A fee of $15.00 will be charged, make check payable to Treasurer, State of Connecticut.

- Within 5 days of receiving the application, fingerprints are to be sent to SPBI by the local authority with the check for $13.25 and $75.00. SPBI will forward the fingerprints to the FBI after the State criminal history is checked.
- A response from the FBI is most commonly sent directly to ORI, but if SPBI receives the response, it will be forwarded to the local authority.

7. The local authority may, at its discretion, issue a temporary State permit prior to receiving the fingerprints check. Upon receipt of the results of the national criminal history records check, the commissioners will send a copy of the results of the local authority.

8. Local Authorities have 8 weeks to process temporary State permit and notify applicant of results.

9. No temporary State permit will be issued if the local authority has reason to believe the applicant has ever been convicted of a felony or that any other condition exists for which the issuance of a permit for possession of a pistol or revolver is prohibited. (Suitability)

10. The **copy of the original application** must be forwarded to the Department of Public Safety – Special Licensing and Firearms Unit by the local authority indicating approval or denial.

   - When a permit is denied for False Statement, a copy of the application may be sent. The original application will be used as evidence in your criminal case.

11. As of 10/01/01 local (Town) permits for carrying of pistols and revolvers will not be issued or renewed – a Temporary State Permit will be issued.
**State Permit – New**

1. Once a temporary permit has been issued, **applicant must apply within 60 days** for a State permit at the Department of Public Safety. (Locations are listed on the last page)

2. Applicant will:
   - Surrender the Temporary State Permit
   - Provide Driver’s License and Birth Certificate, Passport or Voter’s Registration Card.
   - Present a check or money order for $70.00 made payable to Treasurer – State of CT, which will be refunded if the State Permit is not issued.

3. A full-faced photograph of the permittee will be taken at the time of application for the State permit.

4. Background checks will be done at the time of application.

5. The State Pistol Permit will be valid for 5 years.

6. Special Licensing and Firearms Unit will continue to forward local authorities Dossiers of new permit holders in their respective Towns.

**State Permit – Renewal**

1. Renewal notices will be sent to permit holders ninety days prior to expiration date to renew. This grace period allows the permittee to carry. However, they will not be allowed to purchase a firearm on an expired permit.

2. Renewals will be processed at the DESPP (Locations are listed on the last page)

3. Background checks will be done at the time of renewal.

4. A full-faced photograph of the permittee will be taken at the time of the renewal for the State permit.
5. Renewal Fee is $70.00.

6. Renewed Pistol Permits are valid for 5 years.

**State Permits – Out of State Residents**

1. Any bona fide resident of the United States having no bona fide residence or place of business within the jurisdiction of any local authority in the State but has a permit or license to carry a pistol or revolver issued by the authority of another State or subdivision of the United States, may apply directly to the Special Licensing and Firearms Unit for a Connecticut State Pistol Permit.

2. Applications residing in a State without Pistol Permits need to submit a letter from their local jurisdiction stating their competency to carry firearms.

3. Fingerprints and criminal history check will be processed by the Special Licensing and Firearms Unit.

4. A bank check or money order for $13.25 AND $75.00 made payable to Treasurer-State of CT will be collected for fingerprinting at the time of application.

5. A check or money order for $70.00 made payable to Treasurer – State of CT will be collected a time of application for the Connecticut State Pistol Permit.

**Revocations**

Phone (860) 685-8285  
Fax  (860) 685-8644

1. ALL Permit Denial or Revocation Requests need to be submitted using a DPS-2 (revised 10/01/01) to the Special Licensing & Firearms Unit, Attn: Revocations

2. The issuing authority may revoke local permits issued prior to the effective date of this act.
3. Immediate notification of a local permit revocation must be forwarded to the Special Licensing & Firearms Unit, Attn: Revocations.

4. If grounds for denial become known after a temporary State permit has been obtained, the temporary State permit shall be immediately revoked by the SLFU, Revocations. Any permit holder whose permit is revoked will be notified in writing, via certified mail.

5. Issuing authority will be notified immediately of all revocations.

6. A permit may be revoked based upon the Commissioner’s own investigation or upon the request of any law enforcement agency. Any person who fails to surrender any permit within five days of notification in writing of revocation shall be guilty of a class C misdemeanor.

7. Any law enforcement authority can confiscate any State permit or temporary State permit that is illegally possessed by any person. Any confiscated permit must be forwarded immediately to the Department of Public Safety, Revocation Unit.

8. Court orders (i.e. protection orders, restraining orders or judicial orders) require that all firearms, handguns and long guns be transferred to an eligible person or surrendered to the police.
TO ALL: Mayors / First Selectmen
   Police Chiefs / Troop Commanding Officers
   Resident Troopers
   Connecticut Gun Dealers

RE: APPROVED HANDGUN SAFETY AND TRAINING COURSES FOR
   APPLICANTS FOR PERMIT TO CARRY PISTOLS OR REVOLVERS

As you know, Conn. Gen. Stat. § 29-28(b) requires that all applicants seeking to obtain a Connecticut Permit to Carry Pistols or Revolvers must successfully complete a training course approved by the Commissioner of Public Safety in the safety and use of pistols and revolvers.

It has come to our attention that some confusion may exist regarding the different courses being utilized by instructors certified by the National Rifle Association, and that some permit applicants may be submitting certificates for handgun safety and training courses which are inadequate for permit approval. The course of instruction must consist of no less than the NRA's "Basic Pistol Course." The NRA's "Home Firearms Safety Course" and "First Steps Pistol Orientation Program" are not approved courses.

Live fire is also required. Computer-generated programs, dry-fire, other simulated shooting tools, plastic bullets, air guns or any other alternatives are not acceptable. Students must fire a semi-automatic pistol or revolver.

Should you have any questions regarding the approval of courses, please contact a Special Licensing and Firearms Unit investigator at (860) 685-8160.

Sincerely,

Capt. Thomas Snyder
COMMANDING OFFICER
Special Investigations and Support

Phone: (860) 685-8210 Fax: (860) 685-8644
1111 Country Club Road
Middletown, CT 06457-2389
An Equal Opportunity Employer
Instructions to Applicants
Obtaining a Connecticut State Pistol Permit

All Applicants residing in Connecticut must appear in person at one of the locations listed below. **YOU MUST HAVE WITH YOU:**

- Valid 60-day temporary permit
- Payment of a $70.00 fee is required, either by check or money order made payable to “Treasurer, State of Connecticut” or exact cash payment
- Proof of legal and lawful presence in US is required. Acceptable forms of proof include birth certificate, US passport or documentation of permanent residence from the US Citizenship and Immigration Services
- CT Driver’s License or CT Identification Card
- Your photograph and signature will be taken at DESPP

**Troop Locations Closed:**
- During Inclement Weather
- State and Federal Holidays
- Call Headquarters with any questions

DESPP Headquarters in Middletown
Special License & Firearms Unit
1111 Country Club Rd
Middletown, CT 06457
(860) 685-8290

Troop E – Montville
I-395 Between exits 79 & 79A
Montville, CT 06382
860-848-6539
**Tues., Wed., Fri. & Sat. 8am - 12pm & 12:30pm – 3:45pm**
**Thurs. 11am – 2pm & 2:30pm – 6:45pm**

Troop G - Bridgeport
149 Prospect St
Bridgeport, CT 06604
203-696-2532
**Tues., Wed., Fri. & Sat. 8am-12pm & 12:30pm-3:45pm**
**Thur. 11am-2pm & 2:30pm- 6:45pm**