

# TOWN OF BROOKLYN

## PISTOL PERMIT APPLICATION PROCESS

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, it cannot be renewed. If it expires, you must reapply at the Brooklyn Town Hall, First Selectman's office.
4. Temporary permit is valid to carry firearms only; it is not valid for purchase of firearms.
5. **APPLICATION:** Submit a completed Pistol Permit Application with all required documents, including payment of \$70.00; cash, credit card, or check made payable to the Town of Brooklyn. Application to be submitted to the Brooklyn Town Hall, First Selectman's Office.

### Required Documents

- A copy of your Firearms Safety & Use Course Certificate
- A copy of your driver's license
- A copy of your birth certificate
- Signed Privacy Act & Notices

**FINGERPRINTS:** You must pre-enroll on the State of Connecticut portal before getting fingerprinted for your pistol permit. Pre-enroll at the site below:

<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>

You will need to enter the pistol permit Service Code that is provided below in red.

**FAE1-542B**

You will have to pay the state and federal fees of \$88.25 through the portal during the pre-enrollment process.

Once you have enrolled and paid the applicable fees, PRINT the page with the barcode and your applicant tracking number that the portal generated for you. This page will be emailed to you.

**Bring that sheet with you to:**

**Troop D State Police Barracks, 55 Wescott Road, Danielson. Fingerprints are processed at shift change only, 7am, 3pm, & 11pm. A \$15.00 fee will be collected; check made payable to Treasurer, State of Connecticut.**

- 6. FINAL SUBMISSION: Bring the sheet with the barcode and your applicant tracking number to the Brooklyn Town Hall, First Selectman's Office, or email to [l.mileski@brooklynct.org](mailto:l.mileski@brooklynct.org). When your background check is complete, the Selectman's office will contact you to arrange pick up of your 60-day Temporary Pistol Permit.**

**\*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.**

**If you have any questions, please contact Lisa Mileski at (860) 779-3411 x16  
Monday-Wednesday - 8:00am - 5:00pm  
Thursday - 8:00am - 6:00pm  
Friday - CLOSED**

**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 90 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**

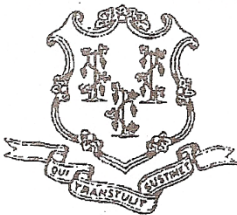
Telephone 860-685-8285

Fax 860-685-8644

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

3. 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.
4. Issuing authority will be notified immediately of all revocations.
5. 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 5 days of notification in writing of revocation shall be guilty of a Class C misdemeanor.
6. 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.
7. 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.

# STATE OF CONNECTICUT



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## DEPARTMENT OF PUBLIC SAFETY DIVISION OF STATE POLICE Special Investigations and Support

Captain Thomas Snyder  
Commanding Officer

May 8, 2008

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,

A handwritten signature in black ink, appearing to read "T. Snyder".

Captain Thomas Snyder  
COMMANDING OFFICER  
Special Investigations and Support

**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 the 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

**Tue., Wed., Fri. & Sat. 8am-12pm & 12:30pm-3:45pm**  
**Thur. 11am-2pm & 2:30pm- 6:45pm**