

## NEW TEMPORARY PISTOL PERMIT PROCEDURE AS OF FEBRUARY 25, 2025

### **A paper application for your temporary pistol permit will be required in this process.**

Click **[here for the Temporary Pistol Permit Application.](#)**

At the time of application, **applicants must be 21 years of age** to apply for a temporary pistol permit:

All applicants must have the following documentation completed to apply for a temporary pistol permit:

- 1. Documentation of successful completion of an approved Firearms Safety & Use Course.** Please find the CT Approved Instructors [here](#).
- 2. Copy of valid state-issued photo identification card** (license or ID card).
- 3. Copy of Legal Presence in the U.S.** Birth Certificate with raised seal or CURRENT U.S. Passport. Legal Alien Residents must provide Alien Registration numbers and 90-day proof of residency. Naturalized citizens require proof of citizenship.
- 4. Copy of DD-214** if you have ever been a member of the Armed Forces and have been discharged
- 5. Privacy Statements.** Please print, read, sign and date (at the bottom of each page) all three (3) pages of the privacy statements.

Click **[here for privacy statements.](#)**

6. **Completed PAPER Temporary Pistol Permit Application - MUST BE NOTARIZED:** Applicants must complete the Temporary Pistol Permit Application (DPS-799-C). A Notary is available in the Town Clerk's Office during regular business hours. Notary Fee is \$2.00 (CASH ONLY)

Click [here for the Temporary Pistol Permit Application.](#)

7. **Once you have completed all of the above steps and gathered all the documents requested you will need to:**
- a) **Come to the Selectmen's Office at the Town Hall** to drop off all your paperwork;
  - b) **Get your application notarized** at the Town Clerk's - **Notary Fee is \$2.00;**
  - c) Once you have turned in your completed application and paperwork at the Selectman's Office you will be emailed a link to register online and pay for your criminal history check.
8. **Register online** and pay for your criminal history checks. (An email will be sent to you to register online and pay for your criminal history checks.)

**\* YOU WILL NEED A VALID DEBIT OR CREDIT CARD available for payment to register and to pay for your criminal history checks with the State of CT and FBI.**

**NO CASH OR CHECKS WILL BE ACCEPTED.**

9. **Fees to be paid once you have registered online in the system:**

State of CT Criminal History Check	\$75.00
FBI Criminal History Check	\$13.25
Service Fee	\$ 2.65
<b>Total Fees:</b>	<b>\$90.90</b>

**After registering electronically in the system you will be emailed an Applicant Tracking Number and Barcode that you will then take to get your fingerprints done.**

**\* Fingerprinting will NOT be allowed without the Applicant Tracking Number and Barcode being presented at the time of service.**

**Please call to check for available hours and appointments for fingerprinting:**

**CT State Police - Troop K (Colchester)**  
15 Old Hartford Road, Colchester, CT 06415  
860-465-5400

**CT State Police Headquarters (Middletown)**  
1111 Country Club Road  
Middletown, CT  
860-685-8290

\*You must make an appointment online to get your fingerprints done in Middletown - <https://portal.ct.gov/DESPP/Division-of-Emergency-Service-and-Public-Protection/Reports-and-Records/State-Police-Bureau-of-Identification>

**Fingerprints will then be submitted by the police department you had them done at.**

1. Once your fingerprints are completed, the Selectmen's office will process the paperwork.
2. The Selectmen's office will contact you via phone or email to inform you that your 60-day temporary pistol permit is ready.
3. You'll need to go to the Selectmen's office to:
  - Sign 3 copies of the paperwork.
  - **Pay a \$70.00 fee (cash or check).**
  - Bring your driver's license as identification.
4. Final Step: Visit one of the locations provided by the Selectmen's office to finalize your pistol permit.
  - **Pay another \$70.00 fee.**