

# Pistol Permit Checklist For Residents of East Haven

1. **State required pre-enrollment:** Go to website:  
<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>  
Kindly visit East Haven Police Department Records Division to obtain registration codes. When complete print "Submit Service Code". The submission should confirm that this registration is for a Pistol Permit applicant in the Town of East Haven – Click "Yes – This information looks correct".  
When you have completed the full registration process, **print your barcode receipt. This barcode is required to be submitted to the East Haven Police Department with your fingerprint card.**
2. **Fingerprints** – Biometric Identification Services (860-345-2331) offers fingerprinting on the 1st and 3rd Wednesday of each month, from 3:00 PM to 7:00 PM, in the East Haven Police Department Lobby.
  - a. The cost for fingerprinting is \$30.00. The fee must be paid by cash, business check, bank check, or money order. Personal checks are not be accepted.
  - b. On the back of your fingerprints, please answer the "Yes or No" questions.
3. **Fees** – \$70.00 – This fee can be paid by cash or check or money order. Check or Money Orders are to be made payable to "East Haven Police Department."
4. **Safety Course Certificate** – We will need to see your **original safety course certificate issued within the last two years**. We will then make a copy of the certificate and give the original back to you.
5. **Birth Certificate or Passport** – We will need to see **your original birth certificate (or certified copy) or passport**. We will then make a copy and give the original back to you.
  - a. If you do not have a U.S. passport or birth certificate, we will need proper documentation that you are legally and lawfully in the United States (i.e. documentation issued by I.C.E.).
5. **Pistol Permit Application** – The Pistol Permit Application must be completely filled out.
  - a. On the first page, you must check the box for "60 Day Temporary State Pistol Permit." Any other option must be completed through the State Police.
  - b. The last page of the application needs to be **signed in the presence of a notary**. There are notaries available at East Haven Town Hall or at your local bank.
6. **Driver's License** – Please bring your driver's license and we will make a copy.

The above referenced items must be turned in to the East Haven Police Department Records

Division during normal business hours: Monday – Friday, 8:00am – 3:45pm.

(203) 468-3820



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE  
Special Licensing and Firearms Unit



**PISTOL PERMIT/ELIGIBILITY CERTIFICATE APPLICATION**

*(Pursuant to C.G.S. §§ 29-28 et. seq., 29-36 et. seq., and 53a-217 et. seq.)*

*Before completing this application, it is suggested that you review the Connecticut General Statutes pertaining to firearms. These can be accessed on the Internet at [www.cga.ct.gov](http://www.cga.ct.gov) or through your local library.*

**Type of Permit Requested:**

Check Box:

- ☐ 60 Day Temporary State Pistol Permit  
☐ Non-Resident State Pistol Permit  
☐ Eligibility Certificate to Purchase Pistols or Revolvers  
☐ Eligibility Certificate to Purchase Long Guns

**Instructions:**

| Instructions for State Pistol Permits:  | Instructions for Non-Resident State Pistol Permits:  | Instructions for Eligibility Certificates to Purchase Pistols or Revolvers and/or Eligibility Certificates to Purchase Long Guns:   |
|---|--|---|
| <p>1. Complete this form (DPS-799-C) and submit to appropriate local authority (local police, resident state trooper or first select person, as applicable) along with all of the following:</p> <ul style="list-style-type: none"><li>Firearms Safety &amp; Use Course Certificate;</li><li>\$70.00, fee, payable to the local authority; and</li><li>Proof you are legally and lawfully in the United States (e.g., certified copy of birth certificate, U.S. passport or documentation issued by I.C.E.).</li></ul> <p>2. Submit fingerprints for a criminal history check through a law enforcement agency. Fees include a \$75.00 fee and a \$13.25 fee, payable at the agency where the prints are taken. Fees must be paid by separate checks.</p> <p>3. Upon approval, the local authority will issue a Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C), effective for 60 days.</p> <p>4. Within the 60 day period, go to a DESPP, Division of State Police, pistol permit location and submit the following:</p> <ul style="list-style-type: none"><li>The Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C) issued by the local authority;</li><li>A completed Application for State Permit to Carry Pistols and Revolvers (DPS-46-C);</li><li>\$70.00 fee, payable to <b>Treasurer, State of Connecticut</b>;</li><li>Proof you are legally and lawfully in the United States (e.g., certified copy of birth certificate, U.S. passport or documentation issued by I.C.E.); and</li><li>Proof of valid state issued photo identification card.</li></ul> <p>5. Upon approval, your photograph will be taken at DESPP and you will be issued a state pistol permit.</p> | <p><b>**CALL DESPP FOR PACKET**</b><br/><b><i>You must hold a valid permit or license to carry a pistol or revolver issued by a recognized United States jurisdiction.</i></b></p> <p>Complete this form and submit to DESPP, Division of State Police, pistol permit location along with all of the following:</p> <ul style="list-style-type: none"><li>Completed State of CT and Federal fingerprint card with \$75.00 fee and \$13.25 fee, payable to <b>Treasurer, State of Connecticut</b> for criminal history background checks;</li><li>Firearms Safety &amp; Use Course Certificate;</li><li>\$70.00 fee, payable to <b>Treasurer, State of Connecticut</b>;</li><li>Completed Application for State Permit to Carry Pistols and Revolvers form (DPS-46-C);</li><li>Completed DPS-129-C signed and notarized and 2x2 color photograph (passport style);</li><li>Copy of the permit or license to carry a pistol or revolver issued to you by a recognized United States jurisdiction;</li><li>Proof you are legally and lawfully in the United States (e.g., certified copy of birth certificate, U.S. passport or documentation issued by I.C.E.); and</li><li>Proof of valid state issued photo identification card.</li></ul> <p><b>Out of State Pistol Permit Information:</b><br/>State of Issue: _____<br/>Expiration Date: _____<br/>Permit Number: _____</p> | <p>1. Complete this form and submit in person at DESPP Headquarters, Division of State Police, located at 1111 Country Club Road, Middletown, Connecticut along with the below:</p> <ul style="list-style-type: none"><li>Firearms Safety &amp; Use Course Certificate;</li><li>\$35.00 fee, payable to <b>Treasurer, State of Connecticut</b>;</li><li>Application for a State Eligibility Certificate for a Pistol or Revolver or for Long Guns (DPS-164-C);</li><li>Proof you are legally and lawfully in the United States (e.g., certified copy of birth certificate, U.S. passport or documentation issued by I.C.E.); and</li><li>Proof of valid state issued photo identification card.</li></ul> <p>2. Submit fingerprints for a criminal history check through a law enforcement agency. Fees include a \$75.00 fee and a \$13.25 fee, payable at the agency where the prints are taken. Fees must be paid by separate checks.</p> <p>3. Upon approval, your photograph will be taken at DESPP and you will be issued an eligibility certificate.</p> |

**For Department of Emergency Services and Public Protection (DESPP), Division of State Police, pistol permit locations, access [www.ct.gov/despp](http://www.ct.gov/despp) and follow the link to the Special Licensing and Firearms Unit or call (860) 685-8290. Note: All payments must be made with separate checks.**

**Contact / Identifying Information:**

**Provide all other names by which you have been known** (Maiden name, Aliases, Nicknames, etc.)  
(Attach additional sheet(s), if necessary)

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STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE

**Medical History:**

**Have you been confined in a hospital for mental illness in the past sixty (60) months by order of a Probate Court?**

☐NO ☐YES If "YES," explain: (Attach additional sheet(s), if necessary)

**Have you been discharged from custody within the past twenty years after having been found not guilty of a crime by reason of a mental disease or defect?** ☐NO ☐YES

If "YES," explain: (Attach additional sheet(s), if necessary)

**Have you been voluntarily admitted to a hospital for mental illness within the past six (6) months for reasons other than solely for alcohol or drug dependence?** ☐NO ☐YES

If "YES," explain: (Attach additional sheet(s), if necessary)

**Notice:** DESPP herein notifies the applicant that, pursuant to C.G.S. §§ 29-28 through 29-38b, DESPP will be notified by the Department of Mental Health and Addiction Services if the applicant has been confined to a hospital for psychiatric disabilities within the preceding sixty (60) months by order of Probate Court, or if the applicant has been voluntarily admitted to a hospital for mental illness within the past six (6) months for reasons other than solely for alcohol or drug dependence.

**Criminal History:**

**Have you ever been ARRESTED for any crime, in any jurisdiction?** ☐NO ☐YES If "YES," list all arrests, indicating charges, locations, dates of arrest and dispositions. (Attach additional sheet(s), if necessary)

**Notice:** You are **not** required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to C.G.S. §§46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. 46b-146), an adjudication as a youthful offender (C.G.S. 54-76o), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon (C.G.S. 54-142a).

*With regard to criminal history information arising from jurisdictions other than the State of Connecticut:* You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to the law of the other jurisdiction. Additionally, you are not required to disclose the existence of an arrest arising from another jurisdiction if you are permitted under the law of that jurisdiction to swear under oath that you have never been arrested.

**Have you ever been CONVICTED under the laws of this state, federal law or the laws of another jurisdiction?**

☐NO ☐YES If "YES," list all convictions, include charges, location, date of arrest, and disposition. (Attach additional sheet(s), if necessary)

**Are you currently on probation, parole, work release, in an alcohol and/or drug treatment program or other pre-trial diversionary program or currently released on personal recognizance, a written promise to appear or a bail bond for a pending court case?** ☐NO ☐YES If "YES," explain. (Attach additional sheet(s), if necessary)

**Within the past five (5) years, have you been the subject of a Protective Order or Restraining Order issued by a court in a case involving the use, attempted use or threatened use of physical force against another person, regardless of the outcome or result of any related criminal case?** ☐NO ☐YES

If "YES," which court issued the order?

**Military History:**

**Were you ever a member of the Armed Forces of the United States?** ☐NO ☐YES (If yes, please include a copy of your DD-214)

**Were you ever discharged from the Armed Forces of the United States with a less than Honorable Discharge?** ☐NO ☐YES

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DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE**

**Proof of Training:**

*\*Attach a copy of the letter or certificate attesting that you have completed a course in the safety and use of pistols and revolvers or long guns (as appropriate, depending upon which permit or certificate you are requesting), signed by the instructor of the course.*

**Instructor:** (Check applicable box)

- ☐ **National Rifle Association**  
☐ **Department of Energy and Environmental Protection (DEEP)**  
☐ **Other:** \_\_\_\_\_

**State Instructor's Name and ID Number:** \_\_\_\_\_

**Declaration:**

I understand that any false statement herein, which I do not believe to be true and which is intended to mislead a public servant in the performance of his or her official function, is punishable by law (See C.G.S. § 53a-157b). I further understand that any statement in this application that is determined to be false or inaccurate shall constitute grounds for the denial of such application. If approved before the facts are known, such approval shall be void if based on a false or inaccurate statement. My signature below attests to the accuracy, completeness and to the truth of all information supplied on this application:

I declare, under the penalties of false statement, that the answers to the above are true and correct.

Date \_\_\_\_\_

Signed \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Print Name \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Name:

Notary Public

My Commission Expires:

Commissioner of Superior Court

**NOTICE: Appeal Process for Permits**

In the event that your application for pistol permit or eligibility certificate is denied or revoked, you may notify the Board of Firearms Permit Examiners, at 165 Capitol Ave., Suite 1070, Hartford, CT 06106. Telephone: (860) 256-2947, in writing, within ninety (90) days, in order to begin your appeal process. At a hearing before the Board, you may request that your application be reconsidered or that your permit or eligibility certificate be reinstated.

**For Official Use Only:**

**Application Received:**

□□/□□/□□□□  
Month/Day/Year

FBI Sent: ☐ No ☐ Yes  
FBI Reply: ☐ No ☐ Yes  
ICE Response: ☐ No ☐ Yes  
DMHAS: ☐ No ☐ Yes  
SPBI: ☐ No ☐ Yes  
Number: \_\_\_\_\_

**Application Status:**

☐ Approved ☐ Denied

\_\_\_\_\_  
(Signature and title of issuing authority)