City of Torrington

Department of Police Services

William R. Baldwin Jr
Chief of Police

Proudly Serving
Since 1888

Please complete the attached Temporary Pistol Permit Application, and return completed in its entirety and **notarized**, to the Records Bureau of the Torrington Police Department, accompanied by the following documents:

1. A Certificate of Competency issued to you by a State of Connecticut, Department of Environmental Protection, or National Rifle Association Certified Firearms Instructor. 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. **ORIGINAL IS NEEDED AND WILL BE PHOTOCOPIED.**
2. Three (**3**) letters of character reference from persons known by you for at least three (3) years, who can attest to your character and stability. No relatives or Torrington Police Officers.
3. Photo identification (CT driver's license preferred) AND your ORIGINAL Birth Certificate or passport.
4. Naturalization papers. If applicable. (These items are for identification and will be copied and returned to you.)
5. Pre-Enroll for the **Criminal History Background Check**. Follow the below steps to Pre-Enroll.
    a. Pre-Enroll on-line at https://ct.flexcheck.us.idemia.io/cchrspreenroll
    b. You will need to enter the following Service Code: 5ABC-F421
    c. Complete the Pre-Enrollment page
    d. You will be required to pay the following fees online during Pre-Enrollment:
        1. **$13.25** Federal Criminal History Background Check
        2. **$75.00** State of Connecticut Criminal History Background Check
    e. Once Pre-Enrollment is complete, **Print** the confirmation page with your Tracking Number. You will also receive an email with your tracking number. This tracking number will need to be taken to your fingerprint session.
6. Fingerprinting services will be offered at the Torrington Police Dept. To make an appointment for fingerprinting, visit www.torringtonpd.org The cost is **$25.00**. Paid by Certified Bank Check, Money order or Credit/Debit Card

    You are not required to use our fingerprinting service **HOWEVER; you do need to submit your completed pistol permit application and ALL documents listed above to the Torrington Police Records Department within 7 days of being fingerprinted.**

When the CT Temporary Pistol Permit is Approved by the Chief of Police and Issued, you will pay the $70.00 fee for the permit. You will have 60 days to take your temporary Permit to the State of CT and apply for a state pistol permit.

**** There is a 4% processing fee for any Credit or Debit Card transactions.**

The Torrington Police Department Records Division hours of operation are:

Monday, Tuesday and Wednesday 8:00 a.m. - 3:30 p.m.
Thursday 8:00 a.m. - 6:00 p.m.
Friday 8:00 a.m. - 12:00 p.m.

For any questions, we can be reached by phone at 860-489-2020 or Email recordsdept@torringtonpd.org

Records Bureau
Torrington Police Department
576 Main Street
Torrington, CT 06790
1/25/2022

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 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:

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:
   - Firearms Safety & Use Course Certificate;
   - $70.00, fee, payable to the local authority; and
   - 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.).
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.
3. Upon approval, the local authority will issue a Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C), effective for 60 days.
4. Within the 60 day period, go to a DESPP, Division of State Police, pistol permit location and submit the following:
   - The Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C) issued by the local authority;
   - A completed Application for State Permit to Carry Pistols and Revolvers (DPS-46-C);
   - $70.00 fee, payable to **Treasurer, State of Connecticut;**
   - 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
   - Proof of valid state issued photo identification card.
5. Upon approval, y*our photograph will be taken at DESPP and you will be issued a state pistol permit.*

Instructions for Non-Resident State Pistol Permits:

****CALL DESPP FOR PACKET****

You must hold a valid permit or license to carry a pistol or revolver issued by a recognized United States jurisdiction.

Complete this form and submit to DESPP, Division of State Police, pistol permit location along with all of the following:

- Completed State of CT and Federal fingerprint card with $75.00 fee and $13.25 fee, payable to **Treasurer, State of Connecticut** for criminal history background checks;
- Firearms Safety & Use Course Certificate;
- $70.00 fee, payable to **Treasurer, State of Connecticut;**
- Completed Application for State Permit to Carry Pistols and Revolvers form (DPS-46-C);
- Completed DPS-129-C signed and notarized and 2x2 color photograph (passport style);
- Copy of the permit or license to carry a pistol or revolver issued to you by a recognized United States jurisdiction;
- 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
- Proof of valid state issued photo identification card.

Out of State Pistol Permit Information:

State of Issue: _____

Expiration Date: _____

Permit Number: _____

Instructions for Eligibility Certificates to Purchase Pistols or Revolvers and/or Eligibility Certificates to Purchase Long Guns:

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:
   - Firearms Safety & Use Course Certificate;
   - $35.00 fee, payable to **Treasurer, State of Connecticut;**
   - Application for a State Eligibility Certificate for a Pistol or Revolver or for Long Guns (DPS-164-C);
   - 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
   - Proof of valid state issued photo identification card.
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.
3. Upon approval, your photograph will be taken at DESPP and you will be issued an eligibility certificate.

For Department of Emergency Services and Public Protection (DESPP), Division of State Police, pistol permit locations, access 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.

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

Contact / Identifying Information:

Name of Applicant

Last ____________________, Suffix ____

First ____________________ Middle Initial ____.

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

Date of Birth ___/___/____ Month/Day/Year

Sex ☐F ☐M ☐X

Height ☐Ft. ☐☐In.

Weight ☐☐☐Lbs.

Eye Color ☐ Brown ☐ Blue ☐ Black ☐ Green ☐ Gray ☐ Hazel

Race ☐White ☐American Indian/Alaskan Native ☐Asian/Pacific Islander ☐Black ☐Unknown ☐Other

Hair Color ☐ Brown ☐ Black ☐ Blonde ☐ Red ☐ Gray ☐ White ☐ Bald

Place of Birth
City/Town ____________________, State ____

Social Security Number (***Optional, but will help prevent misidentification)***
___-__-____

Country of Citizenship

Alien Reg. Number (If applicable)

Residential Address (List street address. Post office box numbers are not acceptable)

Number/Street

City/Town ____________________, State ____ Zip Code ______-____

List Residential Addresses for the Last 7 Years (Attach additional sheet(s), if necessary)

**Any subsequent changes of address must be reported within 48 hours to the Special Licensing and Firearms Unit*

1. ______________________________
2. ______________________________

Mailing Address (If different from current residential address above)

Number/Street

City/Town ____________________, State ____ Zip Code ______-____

Home Telephone Number
(___) ___-____
Area Code

Alternate Telephone Number
(___) ___-____
Area Code

Motor Vehicle Operator's License Number

State of Issue

Employment History:

List Employers for the Last 7 Years (Provide employer's name, address and telephone number)
(Attach additional sheet(s), if necessary)

1. ______________________________
2. ______________________________

Permit or Eligibility Certificate History:

Have you had a firearms permit, permit application or eligibility certificate of any kind from ANY jurisdiction in the United States denied, suspended or revoked? ☐NO ☐YES

If "YES," provide:

1. **Identify the jurisdiction which issued the denial, suspension or revocation:** ____________________
2. **Date of denial, suspension or revocation:** ____________________
3. **The reason for the denial, suspension or revocation:** ____________________

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 <u>ARRESTED</u> 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 nolled, 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 <u>pursuant to the law of the other jurisdiction</u>. 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 <u>CONVICTED under the laws of this state, federal law or the laws of another jurisdiction</u>?
☐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 <u>less than</u> Honorable Discharge? ☐NO ☐YES

STATE OF CONNECTICUT
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 _____

Print Name _____

COUNTY OF _____

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:		**Application Status:**
☐☐/☐☐/☐☐☐☐ Month/Day/Year	FBI Sent: ☐No ☐Yes FBI Reply: ☐No ☐Yes ICE Response: ☐No ☐Yes DMHAS: ☐No ☐Yes SPBI: ☐No ☐Yes Number : _____	☐Approved ☐Denied _____ (Signature and title of issuing authority)