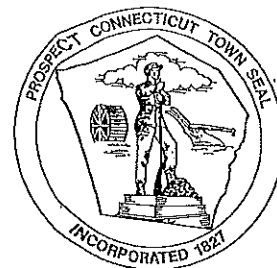




**TOWN OF PROSPECT  
POLICE DEPARTMENT**  
8 Center Street • Prospect, CT 06712-1699  
Non-Emerg. Telephone (203) 758-6150  
Fax: (203) 758-5312



**FINGERPRINT COST  
FOR  
PISTOL PERMIT**

**\*\*\***

**CHECK or MONEY ORDER  
ONLY**

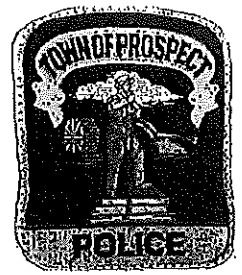
**PAID TO THE ORDER OF:**

**TOWN of PROSPECT**

**\$10.00**



Prospect Police Department  
8 Center Street  
Prospect, CT 06712



March 12, 2024

**Pistol Permit Application Modifications**  
**EFFECTIVE IMMEDIATELY**

The State of Connecticut recently completed a revision to its Fingerprinting and Criminal History systems, along with application submittal procedures.

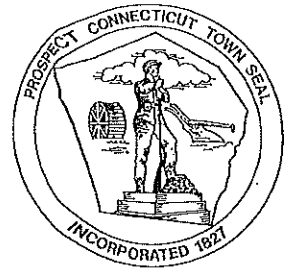
As of this date, all changes are as follows regarding payments for the State and FBI backgrounds and application submittal to the Prospect Police Department.

1. A fully completed and notarized application, along with all required documents including a privacy rights form (which will be given to you upon acceptance of your application) must be submitted to the Prospect Police Department before you are given our Service Code to be fingerprinted.
2. After completion of the instructions listed above, a Service code (**DO NOT SHARE THIS SERVICE CODE WITH ANYONE**) will be provided to applicants where you will then log into the following website while you are at the Prospect Police Dept. **<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll>**. This will enable you to pre-enroll for a Criminal History check (while using a credit card/debit card, only) at the same time as submitting your Pistol Permit Application.
4. **You will not be fingerprinted unless you have completed the entire Pistol Permit package and it has been accepted.**
5. **Reminder to bring with you the following items: Completed notarized application, all required information, a credit card/debit card to pre-enroll for your State/FBI background checks. You will also need to bring a check/money order in the amount of \$10.00 (cash will not be accepted) made out to the Town of Prospect for payment for an officer to take your fingerprints.**



**TOWN OF PROSPECT  
POLICE DEPARTMENT**

8 Center Street • Prospect, CT 06712-1699  
Non-Emerg. Telephone (203) 758-6150  
Fax: (203) 758-5312



**TO: PISTOL PERMIT APPLICANTS**

**RE: APPROVED HANDGUN SAFETY AND TRAINING COURSES**

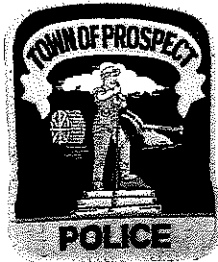
**THE FIREARMS COURSE THAT HAS BEEN APPROVED BY THE COMMISSIONER OF PUBLIC SAFETY MUST CONSIST OF NO LESS THAN THE NRA'S "BASIC PISTOL COURSE".**

**THE NRA'S "HOME FIREARMS SAFETY COURSE" AND "FIRST STEPS PISTOL ORIENTATION PROGRAM" ARE NOT APPROVED COURSES.**

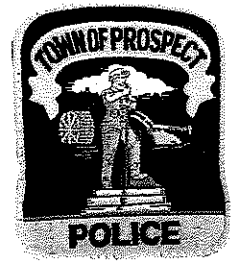
**WHEN HANDING IN YOUR PISTOL PERMIT APPLICATION, YOUR NRA CERTIFICATE MUST BE SIGNED BY YOUR FIREARMS INSTRUCTOR AND IT MUST STATE ON YOUR CERTIFICATE THAT YOU HAVE COMPLETED THE "BASIC PISTOL COURSE".**

**THIS COURSE MUST BE TAKEN WITHIN ONE YEAR OF SUBMITTING YOUR PISTOL PERMIT APPLICATION!  
(NO EXCEPTIONS)**

**THANK YOU.**



Prospect Police Department  
8 Center Street  
Prospect, CT 06712



December 6, 2024

## PROCEDURES FOR TEMPORARY STATE PISTOL PERMIT

STEP #1 The application **MUST** be completely filled out using **BLACK** ink and Notarized.

- a. one (1) copy of NRA Certificate of Competency with a handgun. Handgun class must be taken within one year of application (**No exceptions**).
- b. one (1) copy of the following documents is needed:
  - Birth Certificate
  - USA Passport or
  - Naturalization papers (if applicable)

## STEP #2 PISTOL PERMIT APPLICATION SUBMISSION/FINGERPRINTS

Please see page 1 for Complete instructions.

Fingerprints are taken at the Prospect Police Department after Application has been accepted, privacy rights have been signed and fingerprint pre-enrollment have been completed. Fingerprints are done on Tuesdays and Thursdays by appointment only. You must call (203)758-6609 to make an appt.

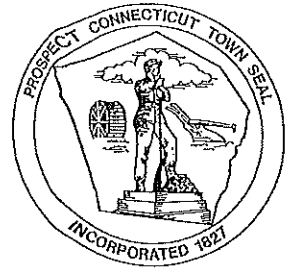
The completed pistol permit application package must be submitted to the Prospect Police Department at the time the applicant is fingerprinted. The Office Manager or Secretary will contact the applicant when the temporary permit has been issued.

The entire process takes between 4-8 weeks.



**TOWN OF PROSPECT  
POLICE DEPARTMENT**

8 Center Street • Prospect, CT 06712-1699  
Non-Emerg. Telephone (203) 758-6150  
Fax: (203) 758-5312



**Special Licensing and Firearms Unit  
Public Act No. 09-3**

**Single Permit**

Changes Effective 8/1/21  
Summary

**Temporary State Permit**

1. Obtained at local police department/local issuing authority.

Upon applying for a Temporary State Permit, the local Police Department/local issuing authority will fingerprint you after you have pre-enrolled for a Criminal History check on line with the State of CT., along with submitting an electronic payment directly to the State of CT. After completing the above, you will then make an appointment to be fingerprinted. At that time you will submit the Completed Pistol Permit Application, along with the Electronic Payment receipt (with barcode).

- When your Temporary Permit is picked up, a check or money order for \$70.00 is needed (payable to the Town of Prospect).
  - When getting your permanent Pistol Permit for the State, you will have to bring a \$70.00 money order/check with you to one of the locations listed in this packet.
2. Applicant must be at least 21 years of age
  3. Valid for 60 days – cannot be renewed
  4. Must reapply to local authority if expired without obtaining state permit
  5. Valid to carry firearms only – NOT valid for purchase of firearms
  6. State law requires fingerprinting and criminal history checks. The local authority will take fingerprints of the applicant unless the local authority

determines that the fingerprints have been previously taken and the applicant's identity has been established and verified.

- Within 5 days of receiving the application, fingerprints will be sent to SPBI by the local authority.
  - 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. Upon receipt of the results of the local and national criminal history records check, the commissioner will send a copy of the results to the local authority.
  8. Local authority will notify you by phone when application process is complete. This can take up to 8-12 weeks, sometimes longer.
  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 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 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:**

<b>Instructions for State Pistol Permits:</b>	<b>Instructions for Non-Resident State Pistol Permits:</b>	<b>Instructions for Eligibility Certificates to Purchase Pistols or Revolvers and/or Eligibility Certificates to Purchase Long Guns:</b>
<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. Fingerprints are required to process this application. Please contact your local law enforcement agency for further direction on the process for obtaining fingerprints.</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, <i>your photograph will be taken at DESPP and you will be issued a state pistol permit.</i></p>	<p align="center"><b>**EMAIL DESPP FOR PACKET**</b> <b><u>SLFU.OOS@CT.GOV</u></b></p> <p><i>You must hold a valid permit or license to carry a pistol or revolver issued by a recognized United States jurisdiction.</i></p>	<p align="center"><b>**EMAIL DESPP FOR PACKET**</b> <b><u>SLFU.OOS@CT.GOV</u></b></p> <p><i>You must be 21 years of age to obtain a Pistol Eligibility Certificate. You must be 18 years of age to obtain a Long Gun Eligibility Certificate.</i></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.**





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

**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. Please make sure a copy of the certificate of completion for the additional training is also included.*

**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 CGS § 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 Firearm Permit Examiners, at 165 Capitol Ave, Suite 1070, Hartford, CT 06106. Telephone: (860) 256-2977 OR (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)