

Norwalk Police Department

Temporary State Pistol Permit Application and Instructions

Records Division
One Monroe Street
Norwalk, CT 06854
(203) 854-3151
(203) 854-3009

Dear Applicant:

In order to complete your Temporary State Pistol Permit Application, you must submit the following when you come to the Norwalk Police Department for fingerprinting. **You MUST be a Norwalk resident to apply.**

1) Fully Completed and Notarized State of Connecticut Pistol Permit Application on Form DPS-799-C revised 11/03/16 or 5/27/15 version ONLY- older forms will not be accepted).

Check off the box for 60 Day Temporary State Pistol Permit on page 1. All Questions must be answered or the application will not be accepted.

2) A recent Photo of yourself (no larger than 3"x 3") attached to the application form.

3) An original Certificate of Completion of a Firearms Safety and Use Course, approved by the Commissioner of Public Safety and by instructors certified by the State, NRA (National Rifle Association) or DEP (Dept. of Environmental Protection) or letter from a current Law Enforcement Firearms Instructor with a copy of their Identification.

*****The NRA's "Home Firearms Safety Course" and "First Steps Pistol Orientation Program" are NOT accepted.**

4) MONEY ORDERS NEEDED (3 Total): (No Cash, Checks, Credit Cards)

**A - \$ 70.00 money order – payable to "City of Norwalk"
(Norwalk Police Dept. Fee)**

**B - \$ 50.00 money order - payable to – " City of Norwalk"
(State Criminal History Fee)**

**C - \$ 12.00 money order payable to – "City of Norwalk"
(Federal Criminal History Fee)**

**5) Photo Identification: Government Issued Only
Acceptable Forms- State of Connecticut Drivers License,
State of CT Photo Identification Card or U.S. Passport.**

****YOU MUST BE 21 YEARS OLD AT THE TIME OF APPLICATION SUBMISSION.**

**** If your Photo Identification does not have a Norwalk address, you must provide proof of Norwalk residency.**

**** If only Passport or Out of State Drivers License is used, you must provide a City of Norwalk Tax bill or Utility Bill to prove that you are a bona fide permanent Norwalk Resident. (Conn. General Statute 14-36(b)(2) requires that a person who moves to Connecticut from another State, have a State of Connecticut License within 30 days)**

6) Proof of U.S. Citizenship or Legally in the United States:

Acceptable Documents – (One of the following)

- United States Birth Certificate
- Valid United States Passport
- Valid Permanent Resident Card (Green Card)
- Valid I.C.E. documentation (I-94 / Employment Authorization) that you are in the U.S. legally.

7) Fingerprinted for Criminal Background Check: Completed at the same time of application submission only.

Fingerprinting Hours :

TUESDAY: 1:30 pm to 3:30 pm

WEDNESDAY: 9:30 am - 11:30 am; or 1:30 pm - 3:30 pm.

**** Please moisturize your hands for several days prior to fingerprinting as this will enhance your prints for the LiveScan machine.**

8) ALL OF THE ABOVE MUST BE BROUGHT TO NORWALK POLICE HEADQUARTERS AT THE TIME OF FINGERPRINTING.

9) The Temporary Pistol Permit is valid for only 60 days from the date it is signed. You must then apply for a State Pistol Permit through the Connecticut State Police at Troop G, Bridgeport or State Police Headquarters in Middletown. See State form DPS-769-C for Eligibility Questions and days of the week and times for State Police permit processing.

WARNING: You must list all arrests and convictions in the Criminal History section on page 3 of the application. A conviction consists of being found guilty at a trial, pleading guilty to a criminal charge and paying a fine, pleading guilty to a criminal charge and given a suspended jail sentence and probation or a disposition of a Conditional Discharge. Just because you didn't go to jail does not mean you were not convicted of a crime.

The Judicial website only contains information that goes back 10 years. If you are not sure of your conviction status, you can go to www.ct.gov/dps and download the **CRIMINAL HISTORY RECORD REQUEST FORM and follow the instructions to get your criminal record prior to filling out the pistol permit application.**

Page 4 of the permit application has a declaration that you have provided true and accurate information on the notarized application. Failure to provide accurate and complete information may result in the violation of Connecticut General Statute 53a-157b – False Statement. This may lead to a warrant for your arrest especially with the omission of disqualifying arrests and convictions.



**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:	Instructions for Non-Resident State Pistol Permits: (Call DESPP for packet)	Instructions for Eligibility Certificates to Purchase Pistols or Revolvers and/or Eligibility Certificates to Purchase Long Guns:
<p><i>MONEY ORDER or BANK Check only</i></p> <p>Instructions for State Pistol Permits:</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> Firearms Safety & Use Course Certificate; \$70.00, fee, payable to the local authority; and <i>CITY of NORWALK</i> 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.). Submit fingerprints for a criminal history check through a law enforcement agency. Fees include a \$50.00 fee and a \$12.00 fee, payable to <i>CITY of NORWALK</i> at the agency where the prints are taken. Fees must be paid by separate checks. <i>* MONEY ORDER</i> Upon approval, the local authority will issue a Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C), effective for 60 days. Within the 60 day period, go to a DESPP, Division of State Police, pistol permit location and submit the following: <ul style="list-style-type: none"> 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. Upon approval, <i>your photograph will be taken at DESPP and you will be issued a state pistol permit.</i> 	<p>Instructions for Non-Resident State Pistol Permits: (Call DESPP for packet)</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>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"> Completed State of CT and Federal fingerprint card with \$50.00 fee and \$12.00 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. <p>Out of State Pistol Permit Information:</p> <p>State of Issue: _____</p> <p>Expiration Date: _____</p> <p>Permit Number: _____</p>	<p>Instructions for Eligibility Certificates to Purchase Pistols or Revolvers and/or Eligibility Certificates to Purchase Long Guns:</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. Submit fingerprints for a criminal history check through a law enforcement agency. Fees include a \$50.00 fee and a \$12.00 fee, payable to Treasurer State of Connecticut Fees must be paid by separate checks. Your photograph and signature will be captured at DESPP and you will be issued an eligibility certificate, once the fingerprint response is received and your application has been approved.

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

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
Special Licensing and Firearms Unit**



Instructions to Applicants

Pistol Permits – New	Pistol Permits – Renewal In-Person	Pistol Permits – Renewal by Mail
<p>1. A valid Temporary State Permit to Carry Pistols or Revolvers (DPS-11-C) must be presented in person at the Department of Emergency Services and Public Protection (DESPP) Headquarters located at 1111 Country Club Road, Middletown, Connecticut 06457-2389.</p> <p>2. Proof of legal and lawful presence in the United States is required. Acceptable forms of proof include a birth certificate, U.S. passport, or documentation of permanent residence from the U.S. Citizenship and Immigration Services.</p> <p>3. Payment of a \$70.00 fee is required, either by check or money order made payable to "Treasurer, State of Connecticut" or by exact cash payment.</p> <p>4. Your photograph and signature will be taken at DESPP.</p>	<p>1. All pistol permits may be renewed in person at DESPP Headquarters ninety (90) days prior to expiration or up to ninety (90) days after expiration. No permit can be renewed after the ninety (90) day grace period following the expiration date.</p> <p>2. Confirm the accuracy of the information on DPS-129-C. If corrections are required, draw a single line through any incorrect information and write in the correct information. Present the corrected form to DESPP.</p> <p>3. Bring a \$70.00 check or money order made payable to "Treasurer, State of Connecticut" or exact cash payment.</p> <p>4. Provide proof of being legally and lawfully in United States: U.S. Passport, Birth Certificate or Permanent Resident ID Issued by I.C.E. or Naturalization Certificate; NOTE: If Place of Birth states, "VERIFIED", you <u>do not</u> need to bring item # 4.</p> <p>5. Your photograph and signature will be taken at DESPP.</p>	<p>1. Out-of-state pistol permits may be renewed by mail. Effective 10/01/11, in-state renewals may also be completed by mail.</p> <p>2. Confirm the accuracy of the information on DPS-129-C. If corrections are required, draw a single line through any incorrect information and write in the correct information. Sign the corrected form in the presence of a notary prior to mailing.</p> <p>3. Using transparent tape, attach a 2" x 2" color passport photo, taken within the previous six (6) months, in the box provided.</p> <p>4. Include a \$70.00 check or money order made payable to "Treasurer, State of Connecticut." Do not send cash.</p> <p>4. Proof of legal and lawful presence in the United States is required. Acceptable forms of proof include a birth certificate, U.S. passport, or documentation of permanent residence from the U.S. Citizenship and Immigration Services. Do not send originals.</p> <p>5. Include a self-addressed, stamped #10 envelope.</p>

Renewals for Armed Security Officers (Blue Cards/Class 1) and Bail Enforcement Agents (Gold Cards/Class 2)

- Follow the instructions above for Pistol Permits – Renewal In-Person.
- An additional check or money order for \$62.00 is required, made payable to "Treasurer, State of Connecticut."
- Include a self-addressed, stamped #10 envelope.
- Armed Security Officers must submit a DPS-1030-C annually as proof of completion of the handgun qualification refresher course.

Eligibility Certificates (New & Renewals)

- New applicants must complete the DPS-799-C and DPS-164-C, and sign it in the presence of an official when your photo is taken.
- Submit an affidavit signed by an instructor certified by the State, the National Rifle Association, or the Department of Energy and Environmental Protection stating that the applicant successfully completed a safety or training course in the use of pistols or revolvers or long guns. Such statement shall specify that the instructor was so certified at the time that he taught the course, and shall include the full name of the applicant, and the date, location and duration of the course.
- Submit fingerprints with two (2) separate checks or money orders to cover the federal processing fee of \$12.00 and the state fee of \$50.00, both made payable to "Treasurer, State of Connecticut", for the required criminal background checks.
- Submit an additional check or money order for \$35.00 made payable to "Treasurer, State of Connecticut" for the processing of the Eligibility Certificate. If you are appearing in person, exact cash payments will be accepted.
- When applicable, criminal and/or mental health records must be submitted per Connecticut General Statutes Section 29-36g.
- Renewal applicants must submit a DPS-129-C-2, with \$35.00 fee made payable to "Treasurer, State of Connecticut" and documentation of legal and lawful presence in the United States (see # 2 under "Pistol Permits New" for acceptable documents), if previously not verified. Do not mail cash.
- Include a self-addressed, stamped #10 envelope.

Ammunition Certificates (New & Renewals):

- New applicants must complete DESPP-417-C, and sign it in the presence of an official when your photo is taken.
- Submit check or money order for \$35.00 made payable to "Treasurer, State of Connecticut" or exact cash payment, for the processing of the Ammunition Certificate.
- When applicable, criminal and/or mental health records must be submitted per Connecticut General Statutes Section 29-36g
- Renewal applicants must submit a DPS-129-C-2 with \$35.00 fee made payable to "Treasurer State of Connecticut." Do not mail cash.

SEE IMPORTANT NOTICES – REVERSE SIDE

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

Pursuant to C.G.S. §§ 29-28, 29-32, 29-36f 29-36l, and 18 U.S.C. § 922, *applications covered by these instructions will not be issued or be renewed, if:*

1. You have a **FELONY CONVICTION** in any jurisdiction.
2. You have a **MISDEMEANOR CONVICTION** in Connecticut for one of the following crimes: *After 10/01/1994*
 - a. Illegal possession of controlled or hallucinogenic substances, as specified under C.G.S. § 21a-279
 - b. Criminally negligent homicide as specified under C.G.S. § 53a-58
 - c. Assault in the third degree as specified under C.G.S. § 53a-61
 - d. Assault of an elderly, blind, disabled or pregnant person or a person with intellectual disability in the third degree as specified under C.G.S. § 53a-61a
 - e. Threatening in the second degree as specified under C.G.S. § 53a-62
 - f. Reckless endangerment in the first degree as specified under C.G.S. § 53a-63
 - g. Unlawful restraint in the second degree as specified under C.G.S. § 53a-96
 - h. Riot in the first degree as specified under C.G.S. § 53a-175
 - i. Riot in the second degree as specified under C.G.S. § 53a-176
 - j. Inciting to riot as specified under C.G.S. § 53a-178
 - k. Stalking in the second degree as specified under C.G.S. § 53a-181d
3. You are an unlawful user of or addicted to any controlled substance (as defined in the Controlled Substances Act (21 U.S.C. 801, et. seq.)).
4. You were **CONVICTED** of a **MISDEMEANOR CRIME of DOMESTIC VIOLENCE**.
This means an offense that (1) is a misdemeanor under federal or state law; and (2) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, or by a person with whom the victim shares a child in common, or by a person who is cohabiting with or who has cohabited with the victim or spouse, parent, or guardian, or by any person similarly situated to a spouse, parent or guardian of the victim.
5. You were discharged from custody within the preceding 20 years after having been found **NOT GUILTY OF A CRIME BY REASON OF MENTAL DISEASE OR DEFECT** pursuant to C.G.S. § 53a-13.
6. You were **CONFINED TO A HOSPITAL** for persons with psychiatric disabilities (C.G.S. § 17a-495) within the preceding sixty (60) months by order of a Probate Court.
7. You have been voluntarily admitted to a hospital for persons with psychiatric disabilities, within the preceding six (6) months for reasons other than solely for alcohol or drug dependence.
8. You are subject to a **RESTRAINING ORDER** or **PROTECTIVE ORDER** issued by a court after notice and an opportunity to be heard has been provided to you in a case involving the use, attempted use or threatened use of physical force against another person.
9. You are the subject of a court issued risk warrant to seize firearms pursuant to C.G.S. § 29-38c(d).
10. You are an **ILLEGAL ALIEN** in the United States.
11. You are **UNDER the AGE of 21 years**.
12. You have renounced your United States citizenship.
13. You have been discharged from the Armed Forces under a dishonorable condition.
14. You are prohibited by federal law, under 18 U.S.C. 922 (g) or (n).

Please direct any questions regarding your status in person at DESPP Headquarters, Special Licensing and Firearms Unit, located at 1111 Country Club Road, Middletown, Connecticut 06457-2389 or by telephone at (860) 685-8290. Hours of operation are Monday through Friday 8:30 am – 4:15 pm. *Please note all locations will be closed on State and Federal holidays. Troop location may be closed during inclement weather. No appointments necessary.*

Troop E – Montville I-395 N (between exits 6 & 9) Montville, CT 06382, telephone 860-848-6539 – Tuesday and Saturday 8 am – 12 pm and 12:30- 3:45 pm; Thursday 11 am – 2 pm and 2:30 – 6:45 pm (Closed on Monday, Wednesday and Friday)

Troop G - Bridgeport, 149 Prospect Street, Bridgeport, Connecticut, 06604; telephone (203) 696-2532
Tuesday, Wednesday, Friday, and Saturday 8 am – 12 pm and 12:30- 3:45 pm; Thursday 11 am – 2 pm and 2:30 – 6:45 pm.

Current schedules, hours and directions can be found at www.ct.gov/despp - click on Special Licensing and Firearms Unit link.

The Department of Emergency Services and Public Protection (DESPP) herein notifies the applicant that DESPP will be notified by the Department of Mental Health and Addiction Services if the applicant has been confined in a hospital for persons with 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 persons with psychiatric disabilities within the preceding six (6) months for reasons other than solely for alcohol or drug dependence. DESPP will use this information in order to fulfill its statutory obligations under Connecticut General Statutes Sections 29-28, 29-36f.



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF STATE POLICE
BUREAU OF IDENTIFICATION



STATE OF CONNECTICUT
CRIMINAL HISTORY RECORD REQUEST FORM
(PLEASE TYPE OR PRINT CLEARLY)

Check Type of Background Search Requested:

- Conn. Only record by Name/Date of Birth search
 Conn. Only record by Fingerprint supported search

Name of Requester: _____ Date: _____

Requesters Address: _____

City: _____ State: _____ Zip: _____ Phone Number: _____

1. Print full name and date of birth, maiden or alias names for each subject requested.
2. If a fingerprinted background is required submit a Fingerprint card along with this form.
3. Enclose a \$50. dollar Check or Money Order payable to: " D P S "
4. If you are requesting more than one name please submit one check totaling \$50. dollars for each subject requested.
5. Mail Request with Check or Money Order to: Department of Public Safety
Bureau of Identification
1111 Country Club Road
Middletown, CT 06457-2389

Subject's Last Name First (Middle) / /
Date of Birth

List any alias or maiden names and dates of births used:

THE RESULT OF THIS SEARCH IS BASED ON NAME AND DATE OF BIRTH OR FINGERPRINT CARD SUBMISSION AND CONTAINS STATE OF CONNECTICUT CRIMINAL HISTORY RECORD INFORMATION ONLY. PLEASE BE ADVISED THAT THE INFORMATION YOU ARE PROVIDED IS ONLY CURRENT AS OF THE DATE THE DATA IS EXTRACTED FROM THE COMPUTERIZED CRIMINAL HISTORY RECORD SYSTEM OF THE DEPARTMENT OF PUBLIC SAFETY. THE DEPARTMENT OF PUBLIC SAFETY AND THE STATE OF CONNECTICUT ARE NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS RESULTING FROM SUBSEQUENT DISSEMINATION OF THIS DATA. THE SUBJECT AND/OR REQUESTER ASSUME ALL LIABILITY IN THE USE OF DATA OBTAINED FROM THIS DATABASE.

*A COPY OR FACSIMILE OF THIS FORM CAN BE USED.

Phone: (860) 685-8480 Fax: (860) 685-8361
1111 Country Club Road
Middletown, CT 06457-2389
An Equal Opportunity Employer