



NEW CANAAN POLICE DEPARTMENT
174 SOUTH AVENUE, NEW CANAAN CT 06840

CT PISTOL PERMIT APPLICATION CHECK LIST

Attached is the application (DPS-799-C) for a permit to carry pistols and/or revolvers within the State of Connecticut. **You must be 21 years of age and a Resident of New Canaan.**

Complete the attached application* and return with:

- Approved Firearms Safety Course:** Completed handgun safety course, which must consist of **no less than the NRA's "Basic Pistol Course," OR** an Approved Instructor / Course recognized by the CT DESPP for **Basic Handgun Safety. A COPY OF THE CERTIFICATE MUST BE SUBMITTED WITH APPLICATION.**
- Completed and Notarized State of Connecticut Pistol Permit/Eligibility Certificate application (DPS-799-C-attached).** *Please note: Prior addresses should include Apartment numbers where applicable; College students must provide campus address (current and past seven years); Prior Criminal History should include arrests such as Criminal Motor Vehicle (Example: Driving under the Influence). One (2"x3") personal photo with application;*
- Non-criminal Justice Privacy Rights and FBI Privacy Act Statement** (with application packet) **MUST BE SIGNED AT THE TIME OF FINGERPRINTING APPOINTMENT.**
- Two forms of Identification:**
 - A Photo Copy of your Birth Certificate **OR** your **VALID** US Passport **OR** Government ID (Legal Resident, Alien Registration Card, VISA, I-94)
 - A VALID Driver's License (Town of New Canaan Address) **OR** Proof of Residence by providing **copies** of your New Canaan Real Estate tax bill (**OR** Lease agreement) **AND** two utility bills;
- Schedule Fingerprint Appointment** - You must also be finger-printed by the Police Department. **Please call NCPD Property Clerk (203) 594-3503 to schedule an appointment. THERE IS A \$15.00 CHARGE FOR FINGER PRINTING (CASH ONLY).** Please have proof of Town residency available for confirmation.
 - Pre-Enroll and pay **ONLINE** - \$88.25 combined total processing fee for FBI (\$13.25) and State of CT (\$75.00) Fingerprint-based background check: <https://ct.flexcheck.us.idemia.io/cchrspreenroll>. **YOU WILL FIRST BE PROMPTED FOR A CODE: 1D70-FD37 (FOR PISTOL PERMIT APPLICANT ENROLLEES ONLY)** **YOU MUST PRINT OUT AND BRING THE APPLICANT TRACKING NUMBER CONFIRMATION PAGE TO YOUR APPOINTMENT. FYI: The State of CT will NO LONGER ACCEPT check or money order payments. If you are not pre-enrolled before your appointment, you will not be fingerprinted;**
- \$70.00 Town Fee for permit processing:** Addressed to the **TOWN OF NEW CANAAN** (Personal check, money order or certified check preferred);

After submitting the above, your application will be processed and you will be contacted once approved to pick up your **TEMPORARY State Permit to Carry Pistols and Revolvers.** You then have sixty (60) days to obtain your permanent State Permit to Carry Pistols and Revolvers from the DESPP or CT State Police. Any questions regarding the application process, please contact the Records Division, (203) 594-3518. **The overall application process could take 2-3 months**.**

- This check list contains the most current fee information from the State of Connecticut. Please note, the Pistol Permit Application and fees are subject to change by the State. For further information, please visit the State of CT, Department of Public Safety, Division of State Police website www.ct.gov/despp and follow the link to the Special Licensing and Firearms Unit or call (860) 685-8480. The link is available also on our department website.