

FORMS NEEDED FOR TEMPORARY STATE PISTOL PERMIT APPLICATION – Newtown Police Department

1. **Permit Application:** DPS-799-C application form (Rev. 07/16/2024) filled out **completely** and **notarized**. Your completed application must be received within 45 days after being notarized or it will not be accepted. Questions not answered will cause a delay in processing.

BRING IN THE FOLLOWING **ORIGINAL** DOCUMENTS, **WE WILL PHOTOCOPY:**

2. **Identification:**
 1. **Original** or certified copy of Birth Certificate, or a **current** passport.
 2. A **Connecticut** Driver's license with Newtown address. If your license doesn't have a Newtown address, proof of residency must be provided such as a utility bill (tax bills will not be accepted). However, you must still have a **CONNECTICUT** driver's license.
3. **Firearms Safety & Use Course:** **Original** certificate from a CT approved instructor along with a certificate of completion. Effective 7/1/2024 all certificates with have a two year expiration.
4. **Military Service:** Military Discharge Papers, DD214 or DD256 if applicable.
5. **Payment:** \$70.00 for the processing of your permit application. We accept cash, checks and credit card.
6. **"FBI Privacy Act Statement" and "Noncriminal Justice Applicant's Privacy Rights":** These 2 forms must be completed and handed in with the pistol permit packet. The forms can be found as part of the pistol permit packet or can be printed from the Newtown Police Department's website. This **MUST** be done prior to being fingerprinted. Once all of the above is submitted, you will be provided with the necessary service code required to pre-register for your criminal history background checks.

Turning in your paperwork: Items 1 through 6 can be submitted to the Newtown Police Department Records Division. Pistol permit hours are: Monday – Friday between the hours of 8:30 a.m. – 12:30 p.m. and 2:00 p.m. – 3:00 p.m. Records will check over the paperwork to ensure proper completion and will make necessary copies. Please be advised that Records will be closed during Town Holidays.

At this time you will be provided with the service code required in order to pre-register for your criminal history background checks. We are prohibited from providing the service code prior to having the paperwork filed. This process has been put in place by the FBI and the State of Connecticut and must be followed, there will be no exceptions.

If you have any questions regarding the pistol permit process, you may contact the Records Division at (203)270-4274 or email: police.records@newtown-ct.gov. Records is available Monday – Friday, 8:00 a.m. – 4:00 p.m.

If you have any questions related to fingerprinting services, you may contact Biometric Identification Services at (860) 563-6300. Follow this link for more information on B.I.S.: <https://www.bioidentserv.com>

If you obtained these instructions from anyone other than the Newtown Police Department, please check our website or contact records to ensure that you have the most up to date instructions.

The guidelines for obtaining both a local and state pistol permit are contained in [C.G.S., sec. 29-28, 29-28a](#), and [28-29](#).

Applicants must be at least 21 years old and be a legal resident of the United States. Persons convicted of a felony or any one of 11 misdemeanor offenses detailed in the statute are ineligible to receive a permit. Persons convicted as a delinquent for the commission of a serious juvenile offense (as defined in [section 46b-120](#)); persons discharged from custody within the preceding twenty years after having been found not guilty of a crime by reason of mental disease or defect (pursuant to [section 53a-13](#)); persons confined in a hospital for persons with psychiatric disabilities, has been voluntarily admitted on or after October 1, 2013, to a hospital for persons with psychiatric disabilities (as defined in [section 17a-495](#)), within the preceding 12 months by order of a probate court; persons subject to a restraining or protective order issued by a court in a case involving the use, attempted use or threatened use of physical force against another person; persons subject to a firearms seizure order issued pursuant to [C.G.S. 29-38c](#) after notice and hearing; and any person who is an alien illegally or unlawfully in the United States, are prohibited from obtaining a pistol permit.

The cost for obtaining a pistol permit is \$70.00. The permit is good for a period of five years. The application paperwork may be obtained from a local police department, city or town hall or first selectman's office in the case of a local permit, or Permitting offices in the case of a state pistol permit.

You are **required** to complete a handgun safety course, which must consist of no less than the NRA's "Basic Pistol Course," prior to submitting the application. The NRA's "**Home Firearms Safety Course**" and "**First Steps Pistol Orientation Program**" are **NOT** approved courses.

Live fire is also required. Computer-generated programs, dry-fire, other simulated shooting tools, plastic bullets, air guns or any other alternatives are not acceptable. Students must fire a semi-automatic pistol or revolver. Any questions should be referred to the Special Licensing and Firearms Unit.

You will also be required to submit to a background investigation, criminal history check and submit fingerprints and photographs in connection with your application. The licensing statute also contains a "suitability clause" which provides that the issuing authority may deny such application, if it determines that the applicant is not a suitable person to possess or carry a pistol or revolver. The suitability clause applies both to the issuance of new permits and revocation of existing permits. Applicants must provide proof you are legally and lawfully in the United States, such as a birth certificate, or U.S. Passport. Legal Alien Residents must provide Alien Registration numbers and 90-day proof of residency. Naturalized citizens require proof of citizenship.

The issuing authority has 8 weeks to review your application and approve or deny. A denial may be appealed to the **Board of Firearm Permit Examiners** as provide in [C.G.S. Section 29-32](#).

Requesting Entity: Newtown Police Department

FBI Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

Note: This privacy act statement is located on the back of the FD-258 fingerprint card.

SIGNATURE	DATE
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This document must be retained by the Entity.

Noncriminal Justice Applicant's Privacy Rights

Requesting Entity: Newtown Police Department

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. **All notices must be provided to you in writing.** ¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. ²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. ³

Updated 11/6/2019

If you need additional information or assistance, please contact:

Connecticut Records:
Department of Emergency Services and Public Protection State
Police Bureau of Identification (SPBI)
1111 Country Club Road
Middletown, CT 06457
860-685-8480

Out-of-State Records:
Agency of Record OR
FBI CJIS Division-Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

SIGNATURE

DATE

This document must be retained by the Entity.

Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) 906.2(d).



TOWN OF NEWTOWN

PUBLIC FINGERPRINTING SERVICES

2ND Thursday of the Month: 3:00 P.M – 6:00 P.M.
(With the exception of State Holidays and severely inclement weather)
Held in the front lobby of the Newtown Police Department

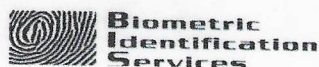
- No appointment is necessary
- Please bring at least one form of government-issued ID
 - Open to residents of other towns or cities
- Notary Public Services also available (\$5 per item)
 - Pre-Enrollment bar code is required

Fingerprint Cost: \$30.00

**Payable by: Cash, Money Order, Bank Check, Business Check
(checks made out to Biometric Identification Services)**

Credit Cards and Personal Checks are NOT accepted

- Fingerprinting services are provided by Biometric Identification Services. Any questions relative to fingerprinting can be directed to B.I.S. at (888) 436-8778. Additional locations and times of fingerprinting, as well as company information can be viewed on their website at: <http://www.bioidentserv.com/web/>
- Questions relative to the Pistol Permit Application process can be directed to the Newtown Police Department Records Division at (203) 270-4274.



APPLICANT FINGERPRINTING - LOCATIONS AND HOURS

Effective 8/01/2024

MONDAYS

New Haven Police Department 1 Union Avenue New Haven, CT. 10AM-2PM
New Britain Police Department 10 Chestnut Street New Britain, CT. 10AM-2PM
Hamden Police Department 2914 Dixwell Ave Hamden, CT 2PM-6PM

TUESDAYS

Hartford Police Department 253 High Street Hartford, CT. 10AM-2PM
Waterbury Police Department 255 East Main Street Waterbury, CT. 10AM-2PM
Danbury Police Department 375 Main Street Danbury, CT. 10AM-2PM
Naugatuck Police Department 211 Spring Street Naugatuck, CT. 3PM-6PM*
*2nd and 4th Tuesdays of the Month

Manchester Police Department 239 Middle Turnpike-East Manchester, CT. 3PM-7PM **

WEDNESDAYS

East Hartford Police Department 31 School Street East Hartford, CT. 10AM-2PM*
*2nd and 4th Wednesdays of Month
East Haven Police Department 471 North High Street East Haven, CT. 3PM-7PM
Hamden Police Department 2914 Dixwell Ave Hamden, CT 10AM-2PM
Plainville Police Department 19 Neal Court Plainville, CT 3PM-6PM*
*1st and 3rd Wednesday of the Month

West Haven Police Department 200 Saw Mill Road West Haven, CT 10AM-2PM**
*1st and 3rd Wednesday of the Month

THURSDAYS

Hartford Police Department 253 High Street Hartford, CT. 10AM-1:30PM
Waterbury Police Department 255 East Main Street Waterbury, CT. 10AM-2PM
Danbury Police Department 375 Main Street Danbury, CT. 10AM-2PM
South Windsor Police Department 151 Sand Hill Road South Windsor, CT. 3PM-6PM*
*3rd Thursday of the Month
Watertown Police Department 195 French Street Watertown 3PM-6PM*
1st Thursday of the Month
Windsor Police Department 110 Addison Road Windsor, CT. 3PM-6PM*
*4th Thursday of the Month
Newtown Police Department 191 South Main Street Newtown, CT 3PM-6PM*
* 2nd Thursday of the Month

FRIDAYS

New Haven Police Department 1 Union Avenue New Haven, CT. 10AM-2PM
New London Police Department 5 Gov. Winthrop Blvd. New London, CT. 10AM-2PM **
1st Friday of the Month
Norwich Police Department 70 Thames Street Norwich, CT. 10AM-2PM **
2nd 3rd and 4th Fridays of the Month
New Milford Police Department 49 Poplar Street New Milford, CT 10AM-2PM*
* 1st and 3rd Friday of the Month

SATURDAYS

Manchester Police Department 239 Middle Turnpike-East Manchester, CT. 9AM-1PM **
New Haven Police Department 1 Union Avenue New Haven, CT. 9AM-1PM
*First Saturday of the Month

** = By Appointment Only - Schedule appointments at www.bioidentserv.com