



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 by Mail	Pistol Permits- Renewal Online
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 or our satellite office at Troop G. For NEW Out of State Pistol Permit Requests, please contact SLFU.OOS@ct.gov for a packet to be mailed to you. 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. 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. 4. Your photograph and signature will be taken at DESPP.	1. 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. 2. Using transparent tape, attach a 2" x 2" color passport photo, taken within the previous six (6) months, in the box provided. 3. Include a \$70.00 check or money order payable to "Treasurer, State of Connecticut." Do not send cash. 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. <u>Do not send originals.</u>	1. Go to www.ct.gov/despp 2. Click on the Connecticut State Police – Special Licensing and Firearms link. 3. Once on the SLFU Homepage you will find a how-to pamphlet as well as the portal link.

Renewals for Armed Security Officers (Blue Cards/Class 1) and Bail Enforcement Agents (Gold Cards/Class2):

1. Follow the instructions above for Pistol Permit Renewals (either online or by mail)
2. An additional payment of \$62.00 is required. If submitting by mail, make check or money order payable to "Treasurer, State of Connecticut."
3. Armed Security Officers (blue card) must submit a DPS-1030-C annually as proof of completion of the handgun qualification refresher course.
4. Bail Enforcement Agents (gold card) must submit a DPS-164-C-1 annually as proof of completion of the handgun qualification refresher course.

Eligibility Certificates (New & Renewals):

1. New applicants, please contact SLFU for a packet to be mailed to you. This can be done by sending an email to SLFU.OOS@ct.gov and including what type of Eligibility Certificate you are requesting (Pistol or Long Gun) and including your name and mailing address within the body of the email.
2. Renewal applicants must submit a DPS-129-C-2, with a \$35.00 fee made payable to "Treasurer, State of Connecticut". **Do not mail cash.** Documentation of legal and lawful presence in the United States must also be included (see # 2 under "Pistol Permits New" for acceptable documents). A color passport photo must also be affixed to the DPS-129-C-2 form.

Ammunition Certificates (New & Renewals):

1. **New applicants must complete DESPP-417-C and sign it in the presence of an official.**
2. Include a 2" x 2" color passport photo, taken within the previous six (6) months.
3. Submit check or money order for \$35.00 made payable to "Treasurer, State of Connecticut," for the processing of the Ammunition Certificate. **Do not mail cash.**
4. Renewal applicants must submit a DPS-129-C-2 with \$35.00 fee made payable to "Treasurer State of Connecticut." **Do not mail cash.** A color passport photo must also be affixed to the DPS-129-C-2 form.

SEE IMPORTANT NOTICES – REVERSE SIDE

STATE OF CONNECTICUT
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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 in the preceding 8 years:
 - a. Criminally negligent homicide as specified under C.G.S. § 53a-58
 - b. Assault in the third degree as specified under C.G.S. § 53a-61
 - c. 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
 - d. Threatening in the second degree as specified under C.G.S. § 53a-62
 - e. Reckless endangerment in the first degree as specified under C.G.S. § 53a-63
 - f. Unlawful restraint in the second degree as specified under C.G.S. § 53a-96
 - g. Riot in the first degree as specified under C.G.S. § 53a-175
 - h. Riot in the second degree as specified under C.G.S. § 53a-176
 - i. Inciting to riot as specified under C.G.S. § 53a-178
 - j. Stalking in the second degree as specified under C.G.S. § 53a-181d
3. You have a **MISDEMEANOR CONVICTION** in Connecticut for illegal possession of controlled or hallucinogenic substances, as specified under C.G.S. § 21a-279 on or after 10/1/2015
4. You have been convicted on or after 10/1/2023 of a misdemeanor violation of any law of this state that has been designated as a **FAMILY VIOLENCE CRIME** pursuant to section 46b-38h on or after 10/01/2023.
5. You are prohibited from shipping, transporting, possessing or receiving a firearm pursuant to 18 USC § 922(g)(2), (g)(4) or (g)(9).
6. 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.
7. 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.
8. 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.
9. You have been committed under an emergency certificate pursuant to section 17a-502 on or after 10/1/2023, to a hospital for persons with psychiatric disabilities within the preceding six (6) months for care and treatment of a psychiatric disability and not solely for alcohol or drug dependence.
10. 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.
11. You are the subject of a court issued Risk Protection Order pursuant to C.G.S. § 29-38c(d).
12. You are an **ALIEN who is ILLEGALLY OR UNLAWFULLY** in the United States.
13. You are **UNDER the AGE of 21 years**.
14. *You have been convicted of a misdemeanor violation in another state, a federal, tribal or military court or any foreign jurisdiction during the preceding 8 years that a reasonable reviewer would believe to constitute (I) any crime of violence against another person causing physical injury, (II) any crime that with extreme indifference to human life creates a risk of serious physical injury or with criminal negligence causes the death of another person other than by a motor vehicle, (III) any crime that by physical threat or course of conduct causes another person to reasonably fear for such person's safety, (IV) any crime involving engaging in or inciting a riot, or (V) possession of a controlled substance or hallucinogenic substance, each as defined in section 21a-240, other than less than four ounces of cannabis, less than one-half ounce of psilocybin or nicotine.*

Please mail in your renewal or direct any questions regarding your status to 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 locations may be closed during inclement weather.**

Troop G - Bridgeport, 149 Prospect Street, Bridgeport, Connecticut, 06604; telephone (203) 696-2532
Tuesday, Wednesday, Friday, and Saturday 8 am – 12 pm and 12:30-415 pm; Thursday 10:30 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.