



PISTOL PERMIT/ELIGIBILITY CERTIFICATE APPLICATION INSTRUCTIONS

1. Form DPS-799-C: PISTOL PERMIT/ELIGIBILITY CERTIFICATE APPLICATION and Record Release Affidavit must be completed **accurately** and **completely**, signed and notarized. *
2. Three (3) Letters of Recommendation relating the applicant's responsible character for possessing a pistol permit to carry a concealed handgun.
3. 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**.
4. A copy of your birth certificate, and if applicable, your naturalization papers.
5. A copy of your driver's license or passport.
6. Please, go to: <https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll>
 - use Service Code E471-6AA1 Pistol Permit
 - This is where you will pay Connecticut State Criminal records check for the Pistol Permit processing fee \$88.25
 - Fill-out All Pre-Enrollment Information and **Print out APPLICANT TRACKING NUMBER** which you need to bring with you to Fingerprinting appointment.
 - Contact Madison Police Department Dispatch at 203-245-6500 to schedule your fingerprint appointment. Hours 3:30pm – 5:00pm Monday – Friday
7. Processing Fee of \$70.00 – Made Payable to the **Town of Madison**, Certified Check or Money Order
8. Upon completion of your application, Return it to the Madison Police Department, 9 Campus Drive, Madison.
9. This application must clearly state your occupation and reason for permit application.
10. When the application permit process is complete and approved, you will be issued a Temporary State Pistol Permit. This permit will only be valid for sixty from the issue date. You must contact the Department of Public Safety Special Licensing and Firearms Unit to obtain your five-year-State Permit within that time period at <https://portal.ct.gov/DESPP/Division-of-State-Police/Special-Licensing-and-Firearms/New-Pistol-Permit-Applicants> or call 860-685-8290.

*On page 3 of the DPS-799-C Application, applicants often provide **incomplete** or **inaccurate** information as to their **CRIMINAL ARREST** and **CONVICTION** history. This can result in a denial and/or considerable delay in processing your application. (see examples below)

CRIMINAL HISTORY

Got arrested in 2006 or 2007 in Florida for a bar fight. I think I payed a fine.
(INNACURATE/INCOMPLETE – WILL RESULT IN DENIAL OR DELAY)

Breach of Peace, Jacksonville Florida, 3/26/06, guilty, \$50.00 fine **(COMPLETE/ ACCURATE)**

Applicants can inquire with the state in which their arrest(s) occurred, for the protocols for a **CRIMINAL HISTORY RECORDS CHECK**, to obtain accurate information before turning in their application.

Record Release Affidavit

To Whom It May Concern:

I _____ of

Date of Birth _____

hereby give permission to the Madison Police Department to release my police records to the person bearing this document for the purposes of Pistol Permit Application.

The reason for this pistol permit is:

Date _____

Social Security Number _____

Present Occupation _____

Signature _____

Subscribe and sworn before me this _____ Day of _____ 20____

Notary Public

My Commission Expires _____