

## Temporary Pistol Permit Application Requirements

- Applicant must be 21 years of age
- Complete **notarized** application
- FBI Privacy Act Statement Form signed
- Applicant's Privacy Rights Form signed
- Copy of birth certificate
- Firearm Safety & Use Course Certificate
- [CCHRS Pre-Enrollment](#)
- \$70.00 money order/bank check payable to "Manchester Police" (processing fee)

Upon completion of above requirements, you must be fingerprinted.

### **FINGERPRINTING HOURS**

**MANCHESTER POLICE DEPARTMENT  
239 MIDDLE TPKE E, MANCHESTER, CT 06040**

- Tuesday 3 PM to 7 PM
- Saturday 9 AM to 1 PM

**\*\*\*BY APPOINTMENT ONLY\*\*\***

Call 860-345-2331 or visit [www.bioidentserv.com](http://www.bioidentserv.com) to schedule appointment.

**Fee: \$25.00 payable in cash or by money order to  
"Biometric Identification Services LLC" at time of fingerprinting.**

**BRING PRE-ENROLLMENT CONFIRMATION E-MAIL (Applicant Tracking  
Number and Barcode) FROM CCHRS TO YOUR APPOINTMENT**

**\*\*\*You will receive a letter when your permit is approved or denied.\*\*\***

**When completing a “Pistol Permit /Eligibility Certificate Application” for the Town of Manchester, read the entire application carefully.**

**Common errors/omissions below:**

Page 1 -  **60 Day Temporary State Pistol Permit**  
(This section must be checked, nothing else. We do not issue non-resident state pistol permits or eligibility certificates).

**Money orders or Bank checks** accepted (**no personal checks / no cash**).

Page 2- **Last Name** (Last name goes in top boxes)

**First Name** (First name goes in lower boxes)

**Any other names, nicknames, maiden names, aliases must be listed.**

**Race:** Indicate one of the following codes:

White American Indian or Alaskan Native

Black Asian or Pacific Islander

Unknown Other

(Records for Hispanics should be entered with the race code most closely representing the individual.)

**All** sections that apply must be completed (i.e. Alien Reg. number, Driver’s License, Phone numbers, etc.).

Page 3- **Medical History** - must be completed.

**Criminal History** -all areas must be completed (When in doubt fill it out! We will find it anyway and the **failure to disclose** any criminal history **will result in denial** of your application).

**Military History** – you must supply DD-214 if you were ever discharged from the military under any condition.

Page 4 - **NRA/ DEEP/ Other class** - must be checked off and Instructor information completed.

Must be **signed and notarized** after completing all other sections.

The **original, notarized application** must be turned in to the Manchester Police Department, along with **copies** of all supporting documents. Do not submit original supporting documents as you will not get them back.

# Connecticut Criminal History Request System Fingerprint Service Code Form

## Service Name:

To register for your fingerprints to be taken, please visit <https://ct.flexcheck.us.idemia.io/cchrspreenroll> and enter the following Service Code:

*Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.*

- After entering the Service Code, confirm the Fingerprint Reason by selecting the “Yes – This information looks Correct” option.
- Complete the Pre-Enrollment information as completely as possible. All fields in bold font/blue highlight are mandatory to move forward with the process. After filling out all applicable fields, move to the next section by selecting the “Submit Pre-Enrollment” button at the bottom of the screen.
- After completing the pre-enrollment steps, a confirmation screen will appear confirming registration is complete, including your Applicant Tracking Number. **This Tracking Number will need to be taken to your fingerprinting session. It will also be sent to the e-mail address you provided during registration.**



Connecticut Criminal History Request System  
**PreEnrollment**

**SUCCESS. Your Pre-Enrollment has been submitted.**

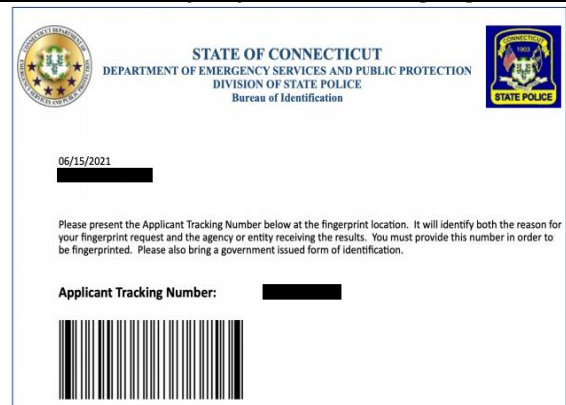
You will receive an email from the CCHRS system that provides you with your Applicant Tracking Number below. You will need this information at the time fingerprints are taken.

**NOTE: Results (PDF Documents) may not be viewable on all devices. For best results, use a desktop or laptop.**

Applicant Tracking Number: 21T0001085

**BEAR, TEDDY RAWR**  
DOB: 12/25/1950

It is required to have the applicant tracking number (above) at the time of fingerprinting.  
BUREAU OF IDENTIFICATION 06/15/2021 10:03



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE  
Bureau of Identification

06/15/2021

Please present the Applicant Tracking Number below at the fingerprint location. It will identify both the reason for your fingerprint request and the agency or entity receiving the results. You must provide this number in order to be fingerprinted. Please also bring a government issued form of identification.

Applicant Tracking Number: [REDACTED]

