

PISTOL PERMIT APPLICANTS

APPLYING FOR YOUR PISTOL PERMIT

1. You must Pre-enroll to have your fingerprints taken using the following link: <https://ct.flexcheck.us.idemia.io/cchrspreenroll>
2. Service Code: 15FB-365A

See the CCHRS Applicant Web Portal User Manual for systematic instructions on how to enter and submit your information as well as make your electronic payment and more.

FINGERPRINTS

3. After you have successfully pre-enrolled you will need to do 1 of 2 things;
 - a. *Automatic submission* - Print your confirmation page with barcode and visit CT State Police for instructions on obtaining your fingerprints with Live Scan <https://portal.ct.gov/DESPP>

OR

- b. *Regular Mail submission* - Print your confirmation page with barcode and Contact Biometric Identification Services at (860) 345-2331 to schedule an appointment.
4. You can obtain your pistol permit application and privacy notice in person at the Norwich Police Department or on our website using the following link: <https://www.norwichct.org/Faq.aspx?QID=233>

SUBMIT THE FOLLOWING ORIGINAL DOCUMENTS

- Pre-Enrollment Email
- Fingerprint card (*if not using a Live Scan location*)
- Application completed and notarized
- Signed Privacy Notice
- Birth certificate OR U.S Passport OR Non U.S. birth certificate with Naturalization Papers.
- Driver's license
- First class mail proving you are a Norwich resident
- Pistol Shooting Course Certification

Documents can be submitted to: Norwich Police Department/ Records Division
Monday – Friday 8:30a.m. – 4:00p.m.
(860) 886-5177