

# PISTOL PERMIT INSTRUCTIONS

SUBMIT **ORIGINAL** DOCUMENTS AS FOLLOWS:

1. A fully completed application form, notarized.
2. 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. This department may request a copy of the instructor's certification cards. If you are in this country on a VISA, you must take a hunting course and obtain a hunting license per Federal Statute [Title 18, USC Chapter 44, Section 922](#), part (y)(2).
3. Proof of residency such as a bill or piece of first class mail that is delivered to your home with your name and address on it, in the original envelope.
4. A copy of your driver's license.
5. A copy of birth certificate/ U.S Passport OR Non U.S. birth certificate and Naturalization Papers.
6. You must be fingerprinted by contacting Biometric Identification Services to make an appointment (860) 345-2331.

FEES:

7. Please obtain a **cashier's check or money order** for \$13.25 payable to **Treasurer, State of Connecticut**. This is the current cost for the FBI to conduct a National Criminal History Records Check. **PAYABLE WHEN APPLICATION AND FINGERPRINT CARDS ARE TURNED IN. NO CASH OR PERSONAL CHECKS**
8. Please obtain a **cashier's check or money order** for \$75.00 payable to **Treasurer, State of Connecticut**. This is the current cost for the STATE OF CT to conduct a State Criminal History Records Check. **PAYABLE WHEN APPLICATION AND FINGERPRINT CARDS ARE TURNED IN. NO CASH OR PERSONAL CHECKS**

- 
9. \$70.00 Cash, Cashier's Check or Money Order (payable to Norwich Police Department) **NO PERSONAL CHECKS**. This is the fee for the 60-day temporary state permit. This is payable when 60-day temporary state pistol permit is issued.
  10. \$70.00 Personal Check or Money Order payable to the Treasure State of Connecticut or exact cash payment. This is the fee for the five-year state permit. This is payable upon obtaining your five year state pistol permit.

Naturalization: If you are a naturalized citizen, you will need your naturalization papers.

Background Investigation: The Norwich Police and the FBI check the history of each applicant to ensure suitability to carry a handgun. State law lists events which will disqualify a person from possessing handguns but an applicant may be rejected for other reasons, such as history of intoxication or mental illness.

Issuance of Temporary Permit: When the background investigation is complete, we will notify you. If the permit application is approved, you may receive it at Police Headquarters. The temporary permit allows you to carry a handgun anywhere in the State and is valid for sixty (60) days from date of issuance.

Issuance of Five-year Permit: Within sixty (60) days from the issuance of the temporary permit, you must contact DPS to be issued a five year permit.