



# TOWN OF NORTH HAVEN

DEPARTMENT OF POLICE SERVICES

8 LINSLEY STREET, NORTH HAVEN, CONNECTICUT 06473



## Instructions for Obtaining a CT Temporary State Pistol Permit Applicant must be 21 years of age or older

Return the completed application to the North Haven Police Department with the following:

- a. Application form (DPS 799-C) notarized and privacy rights signed
- b. A copy of your birth certificate
- c. A copy of your driver's license
- d. A COLOR photo of yourself. (Ex. Passport type, not 8x10, can be ANY small picture)
- e. The make of all pistols you have in your possession, including caliber, barrel length & serial #
- f. A certificate of competency with pistols or revolvers after completing a course approved by the Commissioner of Public Safety, the Department of Environmental Protection or the National Rifle Association
- g. Applicable Fees: Submit a Certified Bank Check or Money order in the amount of \$70.00 payable to the "Town of North Haven". The state fees (\$88.25) for the background check will now be paid on line when you register for fingerprinting (see instructions below).
- h. You must be fingerprinted at the North Haven Police Department. Fingerprinting hours are available on Tuesdays between the hours of 8:30 a.m. – 10:30 a.m. and 4:00 p.m. – 6:00 p.m. Appointments are not necessary; however, **YOU MUST BRING YOUR COMPLETED APPLICATION WITH PRIVACY RIGHTS SIGNED BEFORE YOU CAN REGISTER ON LINE TO BE FINGERPRINTED.** The instructions to register and code needed will be given when you come in during fingerprinting hours. You can register in our lobby while waiting to be fingerprinted. Upon completion of registering you will receive a transaction number (24T number) which needs to be given to the person taking your prints (no need to print out). If you prefer to register ahead of time you can drop off your application to dispatch and get the information to register and return during fingerprint hours. Any questions, please call 203 239-5321 ext. 242.

You will be notified by telephone regarding the approval of your permit. After the issuance of the Temporary State Permit, you will have to apply for the regular State Pistol Permit within 60 days. If the permit is denied, the applicant will have 90 days to appeal the refusal with the Department of Public Safety Special Licensing Unit.

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STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE



Special Licensing and Firearms Unit

**PISTOL PERMIT/ELIGIBILITY CERTIFICATE APPLICATION**

*(Pursuant to C.G.S. §§ 29-28 et. seq., 29-36 et. seq., and 53a-217 et. seq.)*

*Before completing this application, it is suggested that you review the Connecticut General Statutes pertaining to firearms. These can be accessed on the Internet at [www.cga.ct.gov](http://www.cga.ct.gov), or through your local library.*

**Type of Permit Requested:**

Check Box:

- ☐ 60 Day Temporary State Pistol Permit  
☐ Non-Resident State Pistol Permit  
☐ Eligibility Certificate to Purchase Pistols or Revolvers  
☐ Eligibility Certificate to Purchase Long Guns

**Instructions:**

| Instructions for State Pistol Permits:   | Instructions for Non-Resident State Pistol Permits:   | Instructions for Eligibility Certificates to Purchase Pistols or Revolvers and/or Eligibility Certificates to Purchase Long Guns:  |
|--|---|--|
| <p>1. Complete this form (DPS-799-C) and submit to appropriate local authority (local police, resident state trooper or first select person, as applicable) along with all of the following:</p> <ul style="list-style-type: none"><li>▪ Firearms Safety &amp; Use Course Certificate;</li><li>▪ \$70.00 fee, payable to the local authority; and</li><li>▪ Proof you are legally and lawfully in the United States (e.g., certified copy of birth certificate, U.S. passport or documentation issued by I.C.E.).</li></ul> <p>2. Fingerprints are required to process this application. Please contact your local law enforcement agency for further direction on the process for obtaining fingerprints.</p> <p>3. Upon approval, the local authority will issue a Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C), effective for 60 days.</p> <p>4. Within the 60 day period, go to a DESPP, Division of State Police, pistol permit location and submit the following:</p> <ul style="list-style-type: none"><li>▪ The Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C) issued by the local authority;</li><li>▪ A completed Application for State Permit to Carry Pistols and Revolvers (DPS-46-C);</li><li>▪ \$70.00 fee, payable to <b>Treasurer, State of Connecticut</b>;</li><li>▪ Proof you are legally and lawfully in the United States (e.g., certified copy of birth certificate, U.S. passport or documentation issued by I.C.E.); and</li><li>▪ Proof of valid state issued photo identification card.</li></ul> <p>5. Upon approval, your photograph will be taken at DESPP and you will be issued a state pistol permit.</p> | <p><b>**CALL DESPP FOR PACKET**</b><br/><i>You must hold a valid permit or license to carry a pistol or revolver issued by a recognized United States jurisdiction.</i></p> | <p><b>**CALL DESPP FOR PACKET**</b><br/><i>You must be 21 years of age to obtain a Pistol Eligibility Certificate. You must be 18 years of age to obtain a Long Gun Eligibility Certificate.</i></p> |

**For Department of Emergency Services and Public Protection (DESPP), Division of State Police, pistol permit locations, access [www.ct.gov/despp](http://www.ct.gov/despp) and follow the link to the Special Licensing and Firearms Unit or call (860) 685-8290. Note: All payments must be made with separate checks.**

STATE OF CONNECTICUT  
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DIVISION OF STATE POLICE

**Contact / Identifying Information:**

**Name of Applicant**

\_\_\_\_\_, \_\_\_\_.

Last

Suffix

\_\_\_\_\_

\_\_\_\_\_

First

Middle Initial

**Provide all other names by which you have been known (Maiden name, Aliases, Nicknames, etc.)**  
(Attach additional sheet(s), if necessary)

**Date of Birth**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month/Day/Year

**Sex**

☐ F ☐ M  
☐ Unknown/Non-binary

**Height**

\_\_\_\_ Ft. \_\_\_\_ In.

**Weight**

\_\_\_\_ Lbs.

**Eye Color**

☐ Brown ☐ Blue ☐ Black  
☐ Green ☐ Gray ☐ Hazel

**Race**

☐ White ☐ American Indian/Alaskan Native ☐ Asian/Pacific Islander  
☐ Black ☐ Unknown/Other

**Hair Color**

☐ Brown ☐ Black ☐ Blonde ☐ Red  
☐ Gray ☐ White ☐ Bald

**Place of Birth**

\_\_\_\_\_, \_\_\_\_  
City/Town State

**Social Security Number (Optional, but will help prevent misidentification)**

\_\_\_\_-\_\_\_\_-\_\_\_\_

**Country of Citizenship**

\_\_\_\_\_

**Allen Reg. Number (If applicable)**

\_\_\_\_\_

**Residential Address (List street address. Post office box numbers are not acceptable)**

\_\_\_\_\_

Number/Street

\_\_\_\_\_, \_\_\_\_

City/Town

State

Zip Code

**List Residential Addresses for the Last 7 Years (Attach additional sheet(s), if necessary)**

*\*Any subsequent changes of address must be reported within 48 hours to the Special Licensing and Firearms Unit*

1. \_\_\_\_\_
2. \_\_\_\_\_

**Mailing Address (If different from current residential address above)**

\_\_\_\_\_

Number/Street

\_\_\_\_\_, \_\_\_\_

City/Town

State

Zip Code

**Home Telephone Number**

(\_\_\_\_) \_\_\_\_-\_\_\_\_  
Area Code

**Alternate Telephone Number**

(\_\_\_\_) \_\_\_\_-\_\_\_\_  
Area Code

**Motor Vehicle Operator's License Number**

\_\_\_\_\_

\_\_\_\_  
State of Issue

**Email Address**

\_\_\_\_\_

**Employment History:**

**List Employers for the Last 7 Years (Provide employer's name, address and telephone number)**

(Attach additional sheet(s), if necessary)

1. \_\_\_\_\_
2. \_\_\_\_\_

**Permit or Eligibility Certificate History:**

**Have you had a firearms permit, permit application or eligibility certificate of any kind from ANY jurisdiction in the United States denied, suspended or revoked?** ☐ NO ☐ YES

If "YES," provide:

1. Identify the jurisdiction which issued the denial, suspension or revocation: \_\_\_\_\_
2. Date of denial, suspension or revocation: \_\_\_\_\_
3. The reason for the denial, suspension, or revocation: \_\_\_\_\_



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**Medical History:**

Have you been confined in a hospital for mental illness in the past sixty (60) months by order of a Probate Court? ☐ NO ☐ YES If "YES," explain: (Attach additional sheet(s), if necessary)

Have you been discharged from custody within the past twenty years after having been found not guilty of a crime by reason of a mental disease or defect? ☐ NO ☐ YES  
If "YES," explain: (Attach additional sheet(s), if necessary)

Have you been voluntarily admitted to a hospital for mental illness within the past six (6) months for reasons other than solely for alcohol or drug dependence? ☐ NO ☐ YES  
If "YES," explain: (Attach additional sheet(s), if necessary)

**Notice:** DESPP herein notifies the applicant that, pursuant to C.G.S. §§ 29-28 through 29-38b, DESPP will be notified by the Department of Mental Health and Addiction Services if the applicant has been confined to a hospital for 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 mental illness within the past six (6) months for reasons other than solely for alcohol or drug dependence.

**Criminal History:**

Have you ever been **ARRESTED** for any crime, in any jurisdiction? ☐ NO ☐ YES If "YES," list all arrests, indicating charges, locations, dates of arrest and dispositions. (Attach additional sheet(s), if necessary)

**Notice:** You are **not** required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to C.G.S. §§46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. 46b-146), an adjudication as a youthful offender (C.G.S. 54-76o), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon (C.G.S. 54-142a).

*With regard to criminal history information arising from jurisdictions other than the State of Connecticut:* You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to the law of the other jurisdiction. Additionally, you are not required to disclose the existence of an arrest arising from another jurisdiction if you are permitted under the law of that jurisdiction to swear under oath that you have never been arrested.

Have you ever been **CONVICTED** under the laws of this state, federal law or the laws of another jurisdiction? ☐ NO ☐ YES If "YES," list all convictions, include charges, location, date of arrest, and disposition. (Attach additional sheet(s), if necessary)

Are you currently on probation, parole, work release, in an alcohol and/or drug treatment program or other pre-trial diversionary program or currently released on personal recognizance, a written promise to appear or a bail bond for a pending court case? ☐ NO ☐ YES If "YES," explain. (Attach additional sheet(s), if necessary)

Within the past five (5) years, have you been the subject of a Protective Order or Restraining Order issued by a court in a case involving the use, attempted use or threatened use of physical force against another person, regardless of the outcome or result of any related criminal case? ☐ NO ☐ YES

If "YES," which court issued the order?

**Military History:**

Were you ever a member of the Armed Forces of the United States? ☐ NO ☐ YES (If yes, please include a copy of your DD-214)

Were you ever discharged from the Armed Forces of the United States with a less than Honorable Discharge? ☐ NO ☐ YES

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DIVISION OF STATE POLICE**

**Proof of Training:**

*\*Attach a copy of the letter or certificate attesting that you have completed a course in the safety and use of pistols and revolvers or long guns (as appropriate, depending upon which permit or certificate you are requesting), signed by the instructor of the course.*

**Instructor:** (Check applicable box)

- ☐ **National Rifle Association**  
☐ **Department of Energy and Environmental Protection (DEEP)**  
☐ **Other:** \_\_\_\_\_

**State Instructor's Name and ID Number:** \_\_\_\_\_

**Declaration:**

I understand that any false statement herein, which I do not believe to be true and which is intended to mislead a public servant in the performance of his or her official function, is punishable by law (See CGS § 53a-157b). I further understand that any statement in this application that is determined to be false or inaccurate shall constitute grounds for the denial of such application. If approved before the facts are known, such approval shall be void if based on a false or inaccurate statement. My signature below attests to the accuracy, completeness and to the truth of all information supplied on this application:

I declare, under the penalties of false statement, that the answers to the above are true and correct.

Date \_\_\_\_\_

Signed \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Print Name \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Name:  
Notary Public  
My Commission Expires:  
Commissioner of Superior Court

**NOTICE: Appeal Process for Permits**

In the event that your application for pistol permit or eligibility certificate is denied or revoked, you may notify the Board of Firearm Permit Examiners, at 20 Trinity St., 5<sup>th</sup> Floor, Hartford, CT 06106. Telephone: (860)256-2977 OR (860) 256-2947, in writing, within ninety (90) days, in order to begin your appeal process. At a hearing before the Board, you may request that your application be reconsidered or that your permit or eligibility certificate be reinstated.

**For Official Use Only:**

**Application Received:**

□□/□□/□□□□  
Month/Day/Year

FBI Sent: ☐ No ☐ Yes  
FBI Reply: ☐ No ☐ Yes  
ICE Response: ☐ No ☐ Yes  
DMHAS: ☐ No ☐ Yes  
SPBI: ☐ No ☐ Yes  
Number: \_\_\_\_\_

**Application Status:**

☐ Approved ☐ Denied

\_\_\_\_\_  
(Signature and title of issuing authority)

**NORTH HAVEN POLICE DEPARTMENT  
PISTOL PERMIT APPLICANT  
FORM**

\_\_\_\_\_  
**LAST NAME**

\_\_\_\_\_  
**FIRST**

\_\_\_\_\_  
**MIDDLE**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**PHONE**

\_\_\_\_\_  
**MARITAL STATUS**

\_\_\_\_\_  
**D.O.B.**

\_\_\_\_\_  
**PLACE OF BIRTH**

\_\_\_\_\_  
**SCARS/TATTOOS**

\_\_\_\_\_  
**DRIVERS LICENSE #**

\_\_\_\_\_  
**VEHICLE**

\_\_\_\_\_  
**OCCUPATION & EMPLOYER**

\_\_\_\_\_  
**EDUCATION**

## Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>4</sup> by North Haven Police Dept that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>5</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>6</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>7</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

If you need additional information or assistance, please contact:

|  |  |
|--|--|
| <b>Connecticut Records:</b><br><b>Department of Emergency Services and Public Protection</b><br><b>State Police Bureau of Identification (SPBI)</b><br><b>1111 Country Club Road</b><br><b>Middletown, CT 06457</b><br><b>860-685-8480</b> | <b>Out-of-State Records:</b><br><b>Agency of Record</b><br><b>OR</b><br><b>FBI CJIS Division-Summary Request</b><br><b>1000 Custer Hollow Road</b><br><b>Clarksburg, West Virginia 26306</b> |
|--|--|

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>4</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>5</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>6</sup> See 28 CFR 50.12(b).

<sup>7</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

# FBI Privacy Act Statement

*This privacy act statement is located on the back of the FD-258 fingerprint card.*

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**PURSUANT TO PUBLIC ACT 23-53**  
**(effective October 1, 2023)**

**RIGHT TO REQUEST PERMIT TO CARRY PISTOL OR REVOLVER APPLICATION:**

You have the right to request and obtain an application to apply for a permit to carry a pistol or revolver. This application is required to be furnished by your local jurisdiction no more than one (1) week after your request.

**RIGHT TO BEING INFORMED OF PERMIT TO CARRY PISTOL OR REVOLVER APPLICATION**

**RESULT:**

You also have a right to be informed in writing of the result of your application within eight (8) weeks of your application submission.

**RIGHT TO APPEAL THE DENIAL OF PERMIT TO CARRY PISTOL OR REVOLVER:**

You have the right to file an appeal in the event of a denial of a permit for the carrying of a pistol or revolver and your state and federal constitutional right to own, possess, and carry a firearm for the protection of your home or family. Please note the issuance of a permit is subject to state and federal prohibitors. State and Federal prohibitors may be found under C.G.S. § 29-28(b) and 18 USC § 922 (g), respectively.

**RISK PROTECTION ORDER INVESTIGATION:**

Any family or household member or medical professional who has a good faith belief that a person poses a risk of imminent personal injury to himself or herself or to another person may make an application for a risk protection order investigation with the clerk of the court for any geographical area.

The application and accompanying affidavit shall be made under oath and indicate:

- (A) The factual basis for the applicant's belief that such person poses a risk of imminent personal injury to himself or herself or to another person.
- (B) whether such person holds a pistol permit, or an eligibility certificate, or currently possesses one or more firearms or other deadly weapons or ammunition, if known
- (C) where any such firearm or other deadly weapon or ammunition is located, if known.