

Obtaining a Temporary State Pistol Permit – Simsbury Residents

Please read this cover page in its entirety to prepare for your appointment.

Applicant must be a Simsbury resident AND at least 21 years of age AND a legal resident of the United States.

The application package is available at the Police Department Records Window or on the Town's website: www.simsbury-ct.gov (see "Police / Emergency", then "Forms", then "Pistol Permit Application"). The Simsbury Police Department issues the Temporary State Permit to Carry Pistols or Revolvers pursuant to # 29-28 and 29-28a of the Connecticut General Statutes. This process takes approximately 8 to 10 weeks. Temporary permits are valid for sixty (60) days from the date of issue.

YOU WILL NEED TO MAKE AN APPOINTMENT FOR YOUR INTERVIEW, PHOTOGRAPH AND FINGERPRINTS. You will be asked for your name, date of birth, address and phone number at the time you schedule. Your paperwork will be processed and your fees accepted at the time of your appointment. Please read this page in full before calling.

**To make your appointment or if you have questions, call Monday – Friday, 7:00 AM – 3:00 PM:
Mark Edwards, Records Supervisor, at 860-658-3128**

Prepare the following documents and bring to your appointment:

- HAND GUN SAFETY COURSE LETTER/CERTIFICATE OF COMPLETION** - copy will be made at police station
You are required to complete a hand gun safety course, which must consist of no less than the NRA's "Basic Pistol Course." Live fire is required, using a semi-automatic pistol or revolver. The letter or certificate must include the instructor's name and identification number. Information regarding NRA firearms instructors and approved courses in this area may be obtained by calling the NRA office at 800-672-3888 or by visiting the website: www.nrainstructors.org/searchcourse.aspx.
- PISTOL PERMIT APPLICATION – Completed and Notarized**
Complete the application, **WAITING TO SIGN UNTIL YOU ARE IN THE PRESENCE OF THE NOTARY.** The application must be notarized. Notaries are generally available at banks and at the Simsbury Public Library. We recommend you call ahead. The Library's number is 860-658-7663.
- SIMSBURY POLICE DEPARTMENT SUPPLEMENT TO PISTOL PERMIT APPLICATION**
Complete the supplement
- SIMSBURY POLICE DEPARTMENT WAIVER OF CONFIDENTIALITY**
Sign the waiver authorizing the Police Department to conduct a background check
- IDENTIFICATION** – Copies will be made at the Police Department
 - United States passport or birth certificate
 - Driver's License or CT State non-driver photo ID
- PROOF OF SIMSBURY RESIDENCE** – A copy of address portion will be made at the Police Dept.
 - Mail: Utility bill, tax bill, etc. showing your Simsbury address
- FEES (3 separate)**
 - **\$14.75** *BANK CHECK OR MONEY ORDER ONLY payable to "Treasurer – State of Connecticut" for (FBI) fingerprinting processing. *(Obtain at bank or United States Post Office.)
 - **\$50.00** (personal check is fine) payable to "Treasurer – State of Connecticut" for the State background check
 - **\$70.00** (personal check is fine) payable to "Town of Simsbury" for the temporary sixty day permit

General Information

Temporary permit holders must apply for State Pistol Permits within 60 days of receiving the temporary permit (before its expiration). The entire Temporary State Pistol Permit process must be repeated if you do not apply for the State permit within the 60 day period. The fee for the State as of this writing is \$70 and the State permit is currently valid for five (5) years. Basic information regarding the process for obtaining the State permit will be provided to the applicant when the temporary permit is issued. The State Special Licensing and Firearms Unit will provide the full information you need. Their telephone number is 860-685-8290.

For more information on laws pertaining to firearms, visit the Board of Firearm Permit Examiners website: www.ct.gov/bfpe, or contact them at 860-256-2977.



**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Special Licensing and Firearms Unit**



PISTOL PERMIT/ELIGIBILITY CERTIFICATE APPLICATION

• 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. For those without Internet access, please contact your local library.
 • For Department of Emergency Services and Public Protection (DESPP), Division of State Police, pistol permit locations, access www.ct.gov/despp and follow the link to the Special Licensing and Firearms Unit or call (860) 685-8290. Eligibility Certificates must be submitted in person at DESPP Headquarters located at 1111 Country Club Road, Middletown, Connecticut.

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

**SEE APPENDIX A (DESPP-788-C)
FOR MAGAZINE DECLARATION.
ADDITIONAL COPIES CAN BE OBTAINED
at www.ct.gov/despp**

Instructions:

Instructions for 60 Day Temporary State Pistol Permits:	Instructions for Non-Resident State Pistol Permits: (Contact DESPP for packet)	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 selectperson, as applicable) along with the below:</p> <ul style="list-style-type: none"> ▪ Completed State and Federal fingerprint cards with \$50.00 fee and a \$14.75 fee payable to Treasurer, State of Connecticut for criminal history background checks; ▪ Firearms Safety & Use Course Certificate; and ▪ \$70.00 payable to the local authority; ▪ 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.). <p>2. 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>3. 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"> ▪ The Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C) issued by the local authority; ▪ A completed Application for State Permit to Carry Pistols and Revolvers (DPS-46-C); ▪ \$70.00 payable to Treasurer, State of Connecticut; and ▪ 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.). <p>• Your photograph will be taken at DESPP.</p>	<p><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>Complete this form and submit to DESPP, Division of State Police, pistol permit location along with the below:</p> <ul style="list-style-type: none"> ▪ Completed State of CT and Federal fingerprint card with \$50.00 fee and \$14.75 fee payable to Treasurer, State of Connecticut for criminal history background checks; ▪ Firearms Safety & Use Course Certificate; ▪ \$70.00 payable to Treasurer, State of Connecticut; ▪ Completed Application for State Permit to Carry Pistols and Revolvers form (DPS-46-C); ▪ Complete DPS-129-C and attach 2x2 color photograph (passport style), sign and notarize form; ▪ A copy of the permit or license to carry a pistol or revolver issued to you by a recognized United States jurisdiction; and ▪ 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.). <p>Provide Out of State Pistol Permit Information:</p> <p>State of Issue: _____</p> <p>Expiration Date: _____</p> <p>Permit Number: _____</p>	<p>Complete this form and submit at DESPP Headquarters, Division of State Police, along with the below:</p> <ul style="list-style-type: none"> ▪ Completed State and Federal fingerprint card with \$50.00 fee and \$14.75 fee payable to Treasurer, State of Connecticut for criminal history background checks; ▪ Firearms Safety & Use Course Certificate; ▪ \$35.00 payable to Treasurer, State of Connecticut; ▪ Application for a State Eligibility Certificate for a Pistol or Revolver or Long Guns (DPS-164-C); and ▪ 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.). <p>Note: All fees for all categories are separate payments.</p>

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

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: Department of Emergency Services and Public Protection herein notifies the applicant that, pursuant to Connecticut General Statutes Sections 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)

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

**If you have ever been a member of the Armed Forces of the United States and have been discharged, attach a copy of your DD-214*

**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
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 _____

Print Name _____

COUNTY OF _____

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, 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. Contact Information for the Board of Firearm Permit Examiners, State Office Building, 20 Trinity St., Hartford, CT 06106. Telephone (860) 256-2977 or (800) 996-7078.

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)

Simsbury Police Department
Supplement to Pistol Permit Application (Rev. 5-15-08)

Name _____ Phone # (H) _____ Phone # (W) _____

Employment History

Current Occupation: _____

List all employment for the last 10 years including unemployment, part-time employment and military service.

Name & Full Address of Employer	Dates Employed	Position/Duties	Reason for Leaving

Education

List all educational institutions you have attended since age 16, their addresses and the dates attended.

Name of Institution	Address	Dates Attended

Medical

1. Do you have any physical impairment that would, in any way, hinder you from carrying or using a firearm?

Yes ___ No ___ If yes, explain _____

2. Have you ever been hospitalized for mental or emotional problems?

Yes ___ No ___ If yes, explain _____

3. Have you ever consulted or been treated by a professional psychiatrist or psychologist for mental or emotional problems?

Yes ___ No ___ If yes, explain _____

4. Have you ever lost time from school or work for a mental or emotional problem?

Yes ___ No ___ If yes, explain _____

5. Have you ever used drugs other than those legally prescribed for you?

Yes ___ No ___ If yes, explain _____

6. Are you now or have you ever been named in a protective order or restraining order?

Yes ___ No ___ If yes, explain _____

7. How often and to what extent do you use alcohol? _____

8. Reason for Permit? Personal/Home Protection _____ Sport / Hunting _____ Required for Job _____