

TOWN OF MARLBOROUGH NEW PISTOL PERMIT APPLICATION PROCESS

1. The new temporary pistol permit registration for the State of CT and FBI Criminal History Check is done online and WILL REQUIRE a valid debit or credit card for payment.
2. A paper application for your temporary pistol permit will also be required in this process.
3. At the time of application, applicants must be 21 years of age to apply for a temporary pistol permit:
4. All applicants must have the following documentation completed to apply for a temporary pistol permit:

A Certified Birth Certificate with raised seal or CURRENT U.S. Passport. Legal Alien Residents must provide Alien Registration numbers and 90-day proof of residency. Naturalized citizens require proof of citizenship.

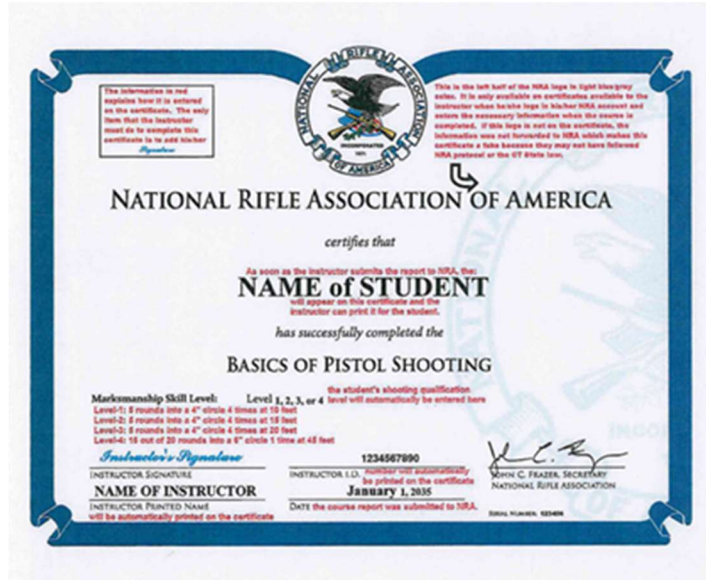
B Photo I.D (license, state id, current passport)

C Privacy Statements. Please print, read, sign and date (at the bottom of each page) two (2) pages of the privacy statements. <https://portal.ct.gov/-/media/DRS/Human-Resources/Required-Forms/FBI-Privacy-Rights-Forms-2021.pdf>

D Completed PAPER Temporary Pistol Permit Application –Applicants must complete the Temporary Pistol Permit Application (DPS-799-C). Application: <https://portal.ct.gov/-/media/DESPP/CSP/files/DPS-0799-C-Pistol-Permit-Eligibility-Certificate-Application---Rev-12-28-18.pdf> **THIS DOCUMENT MUST BE NOTARIZED.** A Notary is available in the Town Clerk's Office during regular business hours. Fee is \$5.00.

5. NRA Firearms Safety and Use Course Certificate. Complete your NRA Firearms Safety and Use course and a Completion Certificate will be needed to apply for your temporary permit.

*We are only accepting the **NRA certificate with the seal on the side**, as shown in the image below.



6. What are the minimum firearms training course requirements for pistol permit applicants?

A 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.

B 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.

7. Once you have completed all the above steps and gathered all the documents requested you will need to:

A Call 860-295-6202 to schedule an appointment with Holly to drop off your application and paperwork at the Marlborough Town Hall Land Use & Building Department.

B Register online and pay for your criminal history checks.

8. The new temporary pistol permit registration for the State of CT and FBI Criminal History Check is done online at <https://ct.flexcheck.us.idemia.io/cchrspreenroll/> .This process requires a valid credit card for payment.

A The “service code” which you will use when you logon to the CT Criminal History Request System is **9574-58AB**

B Fees to be paid once you have registered online in the system:

State of CT Criminal History Check	\$75.00
FBI Criminal History Check	\$13.25
Service Fee	<u>\$ 2.65</u>
Total Fees:	\$90.90

9. After registering electronically in the system, you will be emailed an Applicant Tracking Number and Barcode. You will print these out and take them with you to get your fingerprints done.

Currently, fingerprints are being done at the following locations:

CT State Police - Troop K (Colchester)

15 Old Hartford Road, Colchester, CT 06415
860-465-5400
Fingerprinting begins promptly at 7:00am, 3:00pm, and 11:00pm

CT State Police Headquarters (Middletown)

1111 Country Club Road
Middletown, CT
860-685-8290

*** Fingerprinting will NOT be allowed without the Applicant Tracking Number and Barcode being presented at the time of service**

10. Once we receive the results of the background investigation, you will be contacted to schedule an appointment to receive your Temporary Permit. At this appointment, please bring cash or check/money order (made payable to The Town of Marlborough) in the amount of \$70.00. If you do not apply for the state permit within 60 days, your temporary permit will expire, and the process will have to be repeated.

11. Once you have received your Temporary State Permit, you may apply to the DESPP for your State Permit. The cost of the State Permit is an additional \$70.00 and is valid for a period of five years. You will be required to have your photograph taken upon application and renewals. Renewal notices will be sent to permit holders ninety days prior to expiration. There is a ninety-day grace period after the expiration of your permit during which you may renew. Renewal instructions are available on-line at:

https://portal.ct.gov/-/media/DESPP/SLFU/pistol_permits/dps129cpdf.pdf

If you have any questions, please contact:

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