

## INSTRUCTIONS TO ALL APPLICANTS

1. Carefully read and complete all attached documents. Please print legibly and use **BLUE** ink.
2. Make sure documents are **NOTARIZED**
3. You **MUST** schedule an appointment with the New Haven Police Department Firearms Unit to submit all documents and complete a brief interview. Appointments are scheduled through the following link:

<https://outlook.office365.com/owa/calendar/newhavenpolicefirearmappointmentrequest@newhavenct.onmicrosoft.com/bookings/>

You may also scan the QR code below:



SCAN ME

4. Upon submission of your application in person, you will then receive a pre-enrollment form to begin the fingerprint supported search process. Please **DO NOT** complete your fingerprints or utilize a pre-enrollment access code prior to signing the FBI Privacy Act or submitting your application to the New Haven Police Department Firearms Unit. This will cause your fingerprint results to be invalid.

Note: All incomplete applications will **NOT** be accepted. Please utilize the provided checklist to ensure that all required items are completed in full. Please be sure to verify that **PHOTOCOPIES** of the required checklist items are included.

Feel free to contact this office with any questions. 203-946-6304 Ext. 1312 or Email: [NHPDFirearms@NewHavenCT.Gov](mailto:NHPDFirearms@NewHavenCT.Gov).

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Karl Jacobson  
Chief of Police

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Justin Elicker  
Mayor

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**CITY OF NEW HAVEN**  
**DEPARTMENT OF POLICE SERVICE**  
ONE UNION AVENUE | NEW HAVEN, CONN. | 06519

(203) 946-6333

[newhavenct.gov](http://newhavenct.gov)

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## Attention

Effective July 26, 2021  
State of Connecticut  
Pistol Permit Fees

(No Cash or Personal Checks. No refunds during or after the Application Process)

1) Local Authority (New Haven Police Department) Fee: **\$70.00 (Must be a Money Order)**  
\*\*\*Made Payable To: **"City of New Haven"** This application processing fee is non-refundable once your application has been submitted.

After qualifying for and receiving a State of Connecticut 60-Day Temporary Pistol Permit from the Local Authority:

2) DESPP (Department of Emergency Services and Public Protection) Pistol Permit Fee: **\$70.00 (Money Order, exact cash, credit or debit are accepted.)**  
-Money Orders are made payable to: **"Treasurer, State of CT"**

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POLICING WITH HEART

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**WHO IS ALLOWED TO OBTAIN A CONNECTICUT PISTOL PERMIT?**

I UNDERSTAND THAT UNDER SECTION 29-28, CGS, CERTAIN CONVICTIONS AND OTHER EVENTS PROHIBIT THE ISSUANCE OF A PERMIT TO CARRY PISTOL AND REVOLVERS. THE FOLLOWING IS LIST OF THESE CONVICTIONS AND OTHER EVENTS.

1. Failure to complete a course prescribed by the Commissioner of Public Safety in the Safety and use of Pistol and Revolvers.
2. Felony Conviction
3. Misdemeanor Conviction Automatic Disqualifiers

**Has been convicted of a felony or of the following misdemeanor charges during the preceding twenty years:**

1. Criminally Negligent Homicide
2. Assault in the Third Degree
3. Assault on Elderly
4. Threatening in the Second Degree
5. Reckless Endangerment in the First Degree
6. Unlawful Restraint in the Second Degree
7. Riot in the First Degree
8. Riot in the Second Degree
9. Inciting a Riot
10. Stalking in the Second Degree

A conviction of 21a-279a (Possession of a Controlled Substance) will be an automatic disqualifier **ONLY** if the date of that conviction is **on or after October 1, 2015**.

4. Has been discharged from custody within the preceding 20 years after having been found not guilty of a crime by reason of mental disease or defect pursuant to Section 53a-13.
5. Has been confined in a hospital for mental illness as defined in section 17a-495, within the preceding 60 months by order of Probate Court.  
Subject to a Restraining Order or Protective Order issued by a court in a case involving the use, attempted use or threaten use of a physical force on another person. Subject to a Risk Protection Order.
7. Is an alien illegally or unlawfully in the United States.

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**AUTHORIZATION FOR THE RELEASE OF PERSONAL INFORMATION**

\_\_\_\_\_, hereby authorizes a review and full disclosure of all records, concerning myself, to any agent of the New Haven Police Department of Police Service, whether these records are of public, private or confidential nature, including:

Records of complaints arrests and/or convictions for alleged or actual violation of the law, including criminal, traffic records, and probation records.

It is the intent of this authorization to provide full and free access to the background investigation which may provide data for the New Haven Department of Police Service in determining suitability for a pistol permit.

I understand that what the New Haven Department of Police Service learns from these records will be considered in determining the suitability for a pistol permit. I had this explained to me and I fully understand the refusal to grant this authorization will make it impossible for the New Haven Department of Police Service to consider my application.

A photocopy of this release will be valid as an original, even though the photocopy does not contain an original signature.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

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

\_\_\_\_\_  
Notary Public, Justice of the Peace

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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 style="text-align: center;"><b>**EMAIL DESPP FOR PACKET**</b> <b><u>SLFU.OOS@CT.GOV</u></b></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 style="text-align: center;"><b>**EMAIL DESPP FOR PACKET**</b> <b><u>SLFU.OOS@CT.GOV</u></b></p> <p><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  
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: 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

**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. Please make sure a copy of the certificate of completion for the additional training is also included.*

**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, at 165 Capitol Ave, Suite 1070, 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)



# Noncriminal Justice Applicant's Privacy Rights

Requesting Entity: New Haven Police Department

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. **All notices must be provided to you in writing.** <sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. <sup>2</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- 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 FBI criminal history record.
- 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> and <https://www.edo.cjis.gov>.
- 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 by submitting a request via <https://www.edo.cjis.gov>. 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.)
- 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>3</sup>

Updated 11/6/2019

If you need additional information or assistance, please contact:

<b>Connecticut Records:</b> Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	<b>Out-of-State Records:</b> Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
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SIGNATURE	DATE
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**This document must be retained by the Entity.**

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</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).

Requesting Entity: New Haven Police Department

### FBI Privacy Act Statement

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

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

SIGNATURE	DATE
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This document must be retained by the Entity.

## New Haven Pistol Permit Application Checklist

(Please remove from packet and verify that all items are completed)

- Money order for \$70.00 made payable to: “The City of New Haven”.
- Copy of NRA certificate (**Effective July 1<sup>st</sup> 2024, all NRA certificates will have a two-year expiration.**)
- Copy of one of the following: Birth Certificate, U.S. Passport, or Certificate of Naturalization.
- If presenting a copy of Permanent Resident Card, you must include a copy of a non-U.S. Passport or Birth Certificate that displays your current legal name.
- Copy of Connecticut Driver’s License or State of Connecticut Identification Card. (Must display a New Haven Address.) If not, be sure to include proof of address change to the City of New Haven through DMV records.
- Pistol Permit Application DPS-799-C (**Page 4 of 4 is to be notarized**)
- **Notarized “Authorization for the Release of Personal Information” page.**
- Signed FBI Privacy Act (2 Pages)
- Copy of DD214 Military Discharge (If Applicable)