FIREARMS PERMIT APPLICATION INSTRUCTIONS

CT Department of Safety requires the following information to obtain a Firearms Permit:

1. Completed town application
2. Completed state application DPS-799-C
   Note: your signature MUST be notarized
3. Set of fingerprints.
4. Copy of your current Connecticut driver’s license or other photo I.D.
5. Proof of residency (document with your name and residential address)
6. Copy of a document from one of the following per Section 29-98 attesting to your competence with a handgun – NRA Certified Pistol Instructor, NRA Home Firearms Safety Instructor, Police Firearms Instructor or Gun Club Officer.
7. Three separate checks submitted with application:
   • $13.25 (effective 1/1/19) payable to the Treasurer, State of CT (your federal background check);
   • $75.00 payable to the Treasurer, State of CT (your state background check) (effective 12/1/17)
   • $70.00 payable to the Town of Colebrook (fee determined by the state to cover the processing by this office)

ALL INFORMATION IS SUBMITTED TO THE BOARD OF SELECTMEN’S OFFICE as the issuing authority, Town Hall, Floor 1, 562 Colebrook Road, Colebrook CT 06021

Upon receiving all information your application is submitted on the same day received Monday-Friday whenever possible. Generally the background check takes six to eight weeks depending upon their volume of requests. When your background check has cleared, this office issues a temporary permit good for sixty (60) days.

If you have any further questions please see Karen Odell, Administrative Assistant, Selectmen’s Office Monday – Thursday 8:30am-2:30pm, Friday 8:30am-12noon Or, email your questions to kodell@colebrooktownhall.org Phone: 860-379-3359 x201 to leave a voice mail.
TOWN OF COLEBROOK

FIREARMS PERMIT

FEE: $70.00 APPLICANT MUST BE AT LEAST 21 YEARS OF AGE
AND A RESIDENT OF COLEBROOK CT
(applicant must apply for a temporary permit in their town of residency)

Before the issuing authority may issue you a temporary state permit to carry pistols or
revolvers, the issuing authority MUST have a document from one of the following
attesting to competence of the applicant with a handgun per Section 29-28:

1.) An NRA Certified Pistol Instructor
2.) An NRA Home Firearms Safety Instructor
3.) A Police Firearms Instructor
4.) A Gun Club Officer

Please fill out the form -- your permit will be generated from the information below:

NAME:

STREET ADDRESS________________________________________

MAILING ADDRESS_______________________________________

DATE OF BIRTH__________________________________________

PLACE OF BIRTH_________________________________________

HEIGHT_________WEIGHT_______

SEX_________RACE________________________

OCCUPATION____________PHONE__________________________

Please leave the following: (1) one of the qualifying letters listed above; (2) completed
fingerprint forms with a check in the amount of $13.25 (effective 1/1/2019) payable to the
“Treasurer-State of CT” for the Federal Criminal History Records Check; (3) a check
in the amount of $75.00 payable to the “Treasurer-State of CT” for the State Criminal
History Records Check; and, (4) a check in the amount of $70.00 payable to the “Town
of Colebrook”; (5) the completed form DPS-799-C with signature notarized – BE SURE
TO HAVE YOUR SIGNATURE NOTARIZED ON THAT FORM; (6) Proof of age:
copy of driver’s license or photo I.D.; (7) Proof of U.S. citizenship if necessary; (8) Proof
of residency (driver’s license with residential address, mail with your residential address,
etc)

The applicant must apply within 60 days for a permanent state permit.
STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Division of State Police
State Police Bureau of Identification

STATE OF CONNECTICUT
CRIMINAL HISTORY RECORD REQUEST FORM
(PLEASE TYPE OR PRINT CLEARLY)

Check Type of Background Search Requested:
( ) CT Only search by Name/Date of Birth-$36.00 (will only provide existence of a record and not actual record)
( ) CT Only Criminal Conviction History Record Search-$75.00 (Name/DOB Search will provide a copy only if a record exists)
( ) CT Only Criminal Conviction History Record searched by Fingerprint-$75.00*

*Fingerprinting completed at a Connecticut State Police location - $15.00

Name of Requester: ___________________________ Date: __________________

Requester Address: ________________________________

City: ____________ State: ______ Zip: _______ Phone Number: ________________

E-Mail Address: ___________________________________________

(NOTE: If e-mail address is provided, results will be sent solely via e-mail)

1. Print full name and date of birth, maiden or alias names for each subject requested.
2. If a fingerprinted criminal history record check is required submit a Fingerprint card along with this form.
3. Enclose a Check or Money Order for the applicable amount made payable to: "Treasurer-State of CT"
4. If you are requesting more than one name please submit one check for the total dollar amount of all subjects requested. A separate form will be required for each search requested.
5. Mail Request with Check or Money Order to: DESPP-SPBI
   1111 Country Club Road
   Middletown, CT 06457-2389

Subject’s Last Name First Middle Date of Birth __________ / __________ / ______

List any alias or maiden names and dates of births used:

The result of this search is based on name and date of birth or fingerprint card submission and contains State of Connecticut criminal conviction history record information ONLY. Please be advised that the criminal history record information may change daily due to erasures, corrections, pardons or other modifications to individual criminal history record information, the Department of Emergency Services and Public Protection (DESPP) cannot guarantee the accuracy of the information except with respect to the date the information is disclosed or obtained. DESPP and the State of Connecticut are not responsible for any errors or omissions resulting from subsequent dissemination of this data. The subject and/or requester assumes all liability in the use of data obtained from this database.

**A COPY OF THIS FORM MAY BE USED**

Phone: (860) 685-8480 Fax: (860) 685-8361
1111 Country Club Road
Middletown, CT 06457-2389
An Affirmative Action / Equal Opportunity Employer

DPS-0846-C (Rev. 12/01/17)
Form Available @ www.ct.gov/despp
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, or through your local library.

Type of Permit Requested:

<table>
<thead>
<tr>
<th>Check Box:</th>
<th>Instructions for State Pistol Permits:</th>
<th>Instructions for Non-Resident State Pistol Permits:</th>
<th>Instructions for Eligibility Certificates to Purchase Pistols or Revolvers and/or Eligibility Certificates to Purchase Long Guns:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 60 Day Temporary State Pistol Permit</td>
<td><strong>CALL DESPP FOR PACKET</strong> You must hold a valid permit or license to carry a pistol or revolver issued by a recognized United States jurisdiction. Complete this form and submit to DESPP, Division of State Police, pistol permit location along with all of the following:</td>
<td><strong>CALL DESPP FOR PACKET</strong> You must hold a valid permit or license to carry a pistol or revolver issued by a recognized United States jurisdiction. Complete this form and submit to DESPP, Division of State Police, pistol permit location along with all of the following:</td>
<td>1. Complete this form and submit in person at DESPP Headquarters, Division of State Police, located at 1111 Country Club Road, Middletown, Connecticut along with the below:</td>
</tr>
<tr>
<td>☐ Non-Resident State Pistol Permit</td>
<td>- Firearms Safety &amp; Use Course Certificate; - $70.00 fee, 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.),</td>
<td>- Firearms Safety &amp; Use Course Certificate; - $70.00 fee, payable to TREASURER, State of Connecticut for criminal history background checks; - Firearms Safety &amp; Use Course Certificate; - $70.00 fee, payable to TREASURER, State of Connecticut; - Completed Application for State Permit to Carry Pistols and Revolvers form (DPS-11-C); - Completed DPS-129-C signed and notarized and 2x2 color photograph (passport style); - Copy of the permit or license to carry a pistol or revolver issued to you by a recognized United States jurisdiction; - 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 - Proof of valid state issued photo identification card.</td>
<td>- Firearms Safety &amp; Use Course Certificate; - $35.00 fee, payable to TREASURER, State of Connecticut; - Application for a State Eligibility Certificate for a Pistol or Revolver or for Long Guns (DPS-164-C); - 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 - Proof of valid state issued photo identification card.</td>
</tr>
<tr>
<td>☐ Eligibility Certificate to Purchase Pistols or Revolvers</td>
<td>- Completed State of CT and Federal fingerprint card with $75.00 fee and $13.25 fee, payable to TREASURER, State of Connecticut for criminal history checks; - Completed DPS-129-C signed and notarized and 2x2 color photograph (passport style); - Copy of the permit or license to carry a pistol or revolver issued to you by a recognized United States jurisdiction; - 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 - Proof of valid state issued photo identification card.</td>
<td>- Completed State of CT and Federal fingerprint card with $75.00 fee and $13.25 fee, payable to TREASURER, State of Connecticut for criminal history checks; - Completed DPS-129-C signed and notarized and 2x2 color photograph (passport style); - Copy of the permit or license to carry a pistol or revolver issued to you by a recognized United States jurisdiction; - 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 - Proof of valid state issued photo identification card.</td>
<td>- Firearms Safety &amp; Use Course Certificate; - $35.00 fee, payable to TREASURER, State of Connecticut; - Application for a State Eligibility Certificate for a Pistol or Revolver or for Long Guns (DPS-164-C); - 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 - Proof of valid state issued photo identification card.</td>
</tr>
<tr>
<td>☐ Eligibility Certificate to Purchase Long Guns</td>
<td>2. Submit fingerprints for a criminal history check through a law enforcement agency. Fees include a $75.00 fee and a $13.25 fee, payable at the agency where the prints are taken. Fees must be paid by separate checks.</td>
<td>2. Submit fingerprints for a criminal history check through a law enforcement agency. Fees include a $75.00 fee and a $13.25 fee, payable at the agency where the prints are taken. Fees must be paid by separate checks.</td>
<td>3. Upon approval, your photograph will be taken at DESPP and you will be issued an eligibility certificate.</td>
</tr>
</tbody>
</table>

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:
- Firearms Safety & Use Course Certificate;
- $70.00 fee, 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.).

2. Submit fingerprints for a criminal history check through a law enforcement agency. Fees include a $75.00 fee and a $13.25 fee, payable at the agency where the prints are taken. Fees must be paid by separate checks.

3. Upon approval, the local authority will issue a Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C), effective for 60 days.

4. Within the 60 day period, go to a DESPP, Division of State Police, pistol permit location and submit the following:
- 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 fee, payable to TREASURER, State of Connecticut;
- 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
- Proof of valid state issued photo identification card.

5. Upon approval, your photograph will be taken at DESPP and you will be issued a state pistol permit.

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. Note: All payments must be made with separate checks.
### Contact / Identifying Information:

**Name of Applicant**

Last

First

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

**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

**Place of Birth**

City/Town State

**Country of Citizenship**

**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

**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:
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 nolled, 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
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., 5th 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: __________/________/________

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)