

**UPDATED AUGUST 4, 2025 - ITEMS TO BE INCLUDED:**

- 1. CT SERVICE CODE FORM – To start the Pistol Permit process, you must call 860.673.6789 X1 in the Selectmen’s Office for the Town of Burlington’s Service Code. Then log on to the Link: <https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/> to pre-register.**
- 2. Once completed, you will receive a Transaction Code that you must bring with you for fingerprinting.**
- 3. FINGERPRINTING – Farmington Police Station – please log onto the following link: <https://www.signupgenius.com/go/5080b4caea2ca7fe3-farmington>. Thursday Appointments Only. Fee is \$10 – Cash or make check payable to: Town of Farmington. If you are unable to register online, please email: [fingerprints@farmington-ct.org](mailto:fingerprints@farmington-ct.org).**
- 4. ONCE FINGERPRINTED, PLEASE BRING WITH YOU TO THE SELECTMEN’S OFFICE AT THE TOWN OF BURLINGTON:**
  - 1. NOTARIZED Temporary Pistol Permit Application.**
  - 2. COURSE CERTIFICATE (Firearm Safety & Use Course) – an original is not necessary. A copy is acceptable.**
  - 3. PERSONAL CHECK OR MONEY ORDER ONLY - \$70.00 made payable to: Town of Burlington**
  - 4. PRIVACY RIGHTS FORMS – Noncriminal Justice Applicant’s Privacy Rights and FBI Privacy Act Statement **must be** reviewed and signed.**
  - 5. APPLICANT TRACKING NUMBER LETTER**

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Upon Receiving Temporary Pistol License from the Town of Burlington via U.S. Mail:

- \$70.00 check or money order will be required made payable to: Treasurer – State of CT when you apply for the State Permit to obtain permanent license.

The temporary permit issued by the Town is only valid for 60 days. After 60 days, you will need to reapply with all the costs involved. If you have any other questions, you may call the Selectmen’s Office at 860.673.6789 X1.

\*\*Please note that you must be 21 years old per Connecticut State Statutes to have a Pistol Permit.



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, <i>your photograph will be taken at DESPP and you will be issued a state pistol permit.</i></p>	<p><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><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

### **Contact / Identifying Information:**

Name of Applicant _____ Last _____, _____ First _____ Suffix _____											
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 <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> Unknown/Non-binary		Height ____ Ft. ____ In.		Weight ____ Lbs.		Eye Color <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Hazel		
Race <input type="checkbox"/> White <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Unknown/Other						Hair Color <input type="checkbox"/> Brown <input type="checkbox"/> Black <input type="checkbox"/> Blonde <input type="checkbox"/> Red <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Bald					
Place of Birth _____ City/Town _____ State _____						Social Security Number (Optional, but will help prevent misidentification) ____-____-_____					
Country of Citizenship _____						Alien Reg. Number (If applicable) _____					
Residential Address (List street address. Post office box numbers are not acceptable) _____ Number/Stree _____ 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/Stree _____ City/Town _____ State _____ Zip Code _____											
Home Telephone Number (_____) ____-_____ Area Code _____			Motor Vehicle Operator's License Number _____ Email Address _____			State of Issue _____					
<b>Employment History:</b>											
List Employers and Occupation for the Last 7 Years (Provide employer's name, address and telephone number) (Attach additional sheet(s), if necessary)											
1. _____ / Occupation: _____											
2. _____ / Occupation: _____											
<b>Permit or Eligibility Certificate History:</b>											
Have you had a firearms permit, permit application or eligibility certificate of any kind from <u>ANY</u> jurisdiction in the United States denied, suspended or revoked? <input type="checkbox"/> NO <input type="checkbox"/> 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  
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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 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

STATE OF CONNECTICUT  
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**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:**

<b>Application Received:</b>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Month/Day/Year	<b>FBI Sent:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>FBI Reply:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>ICE Response:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>DMHAS:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>SPBI:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes Number : _____	<b>Application Status:</b>  <input type="checkbox"/> Approved <input type="checkbox"/> Denied  (Signature and title of issuing authority)
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Requesting Entity: Town of Burlington

## 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

This document must be retained by the Entity.

# Noncriminal Justice Applicant's Privacy Rights

Requesting Entity: Town of Burlington

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).