



WEST HAVEN POLICE DEPARTMENT
200 SAWMILL ROAD
WEST HAVEN, CT 06516

60 Day Temporary State Pistol Permit Application Instruction Sheet
(Please read all pages)

The State of Connecticut has implemented a Mandatory Online Pre-Enrollment procedure for fingerprint criminal history checks through the Connecticut Criminal History Request System (CCHRS) in which you must submit your information and pay the State and Federal fees online and then receive an Applicant Transaction Number (ATN). Please follow the steps to be fingerprinted and submit an application for a temporary pistol permit.

First step is Online Pre-Enrollment with the State of Connecticut.

1. Go to <https://ct.flexcheck.us.idemia.io/cchrspreenroll>
2. Enter the Service Code AB1C-2DF5
(Designated for West Haven residents only applying for a pistol permit)
3. Enter your required information and pay the State and FBI fees.
(Police no longer collect these fees)
4. Print out Applicant Transaction Number (ATN)- you must have this number to be fingerprinted.
5. Get fingerprinted. Please visit bioidentserv.com for fingerprinting times and locations.

Second step is to submit ALL required items to the West Haven Police

*All of the following **ORIGINALS** must accompany your application (incomplete applications, or applications submitted without the following will not be accepted):*

- Completed and **NOTARIZED** Pistol Permit/Eligibility Certificate Application DPS-799-C (current version)
- A Certificate of Competency – You are required to complete a handgun safety course, which must consist of no less than the NRA's "Basic Pistol Course". The **ORIGINAL** certificate of completion must accompany the application.
- A clear photocopy of your Connecticut Operator's License or State photo identification with a current, verifiable West Haven address.

-Fingerprint card with PDF printout containing ATN. (If you had your fingerprints taken at a location that was able to electronically send prints, print card not need, but ATN is)

- State-issued birth certificate with the **RAISED SEAL**, (Hospital certificates are NOT acceptable) or Passport. Foreign born citizens must provide a Naturalization Certificate. Foreign passports are NOT acceptable.

- West Haven Police Pistol Permit Application. (see last page of instructions)

- One **Cashier's Check or Money Order** in the amount of \$70.00 payable to the "City of West Haven" This covers your processing fee. You may opt to pay **THIS FEE** in cash, however no change will be available, therefore you must bring exactly \$70.00.

Of Note

- Once you have a complete packet that includes **ALL** the proper paperwork and fee listed above, you may drop the packet off at the West Haven Police Department Records Division Window. Completed packet can be dropped off on **weekdays between 8:00am - 3:30pm. No drop offs on holidays.** Please make sure your packet is reviewed by staff.

- West Haven Police Department does not accept or process applications that are incomplete or received through the mail.

- Upon approval, you will receive your temporary 60 day permit via US Mail to address listed on your application. The Temporary Pistol Permit is valid for only 60 days from the date it is signed. You must then apply for a State Pistol Permit through the Connecticut State Police at Troop G, Bridgeport or State Police Headquarters in Middletown. See State form DPS-769-C for Eligibility Questions and days of the week and times for State Police permit processing.

- **[REDACTED]**: You must list all arrests and convictions in the Criminal History section on page 3 of the application. A conviction consists of being found guilty at a trial, pleading guilty to a criminal charge and paying a fine, pleading guilty to a criminal charge and given a suspended jail sentence and probation or a disposition of a Conditional Discharge. Just because you didn't go to jail does not mean you were not convicted of a crime.

- The Judicial website only contains information that goes back 10 years. If you are not sure of your conviction status, you can go to www.ct.gov/dps and download the CRIMINAL HISTORY RECORD REQUEST FORM and follow the instructions to get your criminal record prior to filling out the pistol permit application.

- Page 4 of the permit application has a declaration that you have provided true and accurate information on the notarized application. Failure to provide accurate and complete information may result in the violation of Connecticut General Statute 53a-157b – False Statement. This may

lead to a warrant for your arrest especially with the omission of disqualifying arrests and convictions.

-DO NOT fold paperwork. Use a large envelope to submit items. **Please DO NOT FOLD**

- DO NOT contact the Firearms Unit for status updates as this can be a lengthy process. We work in conjunction with the State Police during this process and they can be inundated with background check requests.

- For information regarding the State of Connecticut Gun/Ammunition Laws, please visit the State Police website at www.ct.gov/despp .

Connecticut Criminal History Request System
Fingerprint Service Code Form

<p>Service Name: Service Name Listed Here</p> <p>To register for your fingerprints to be taken, please visit https://ct.flexcheck.us.idemia.io/cchrspreenroll and enter the following Service Code:</p> <p>AB1C-2DF5</p>

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

- After entering the Service Code, confirm the Fingerprint Reason by selecting the “Yes – This information looks Correct” option.
- Complete the Pre-Enrollment information as completely as possible. All fields in bold font/blue highlight are mandatory to move forward with the process. After filling out all applicable fields, move to the next section by selecting the “Submit Pre-Enrollment” button at the bottom of the screen.
- After completing the pre-enrollment steps, a confirmation screen will appear confirming registration is complete, including your Applicant Tracking Number. **This Tracking Number will need to be taken to your fingerprinting session. It will also be sent to the e-mail address you provided during registration.**

<p> Connecticut Criminal History Request System PreEnrollment </p> <p>SUCCESS. Your Pre-Enrollment has been submitted.</p> <p>You will receive an email from the CCHRS system that provides you with your Applicant Tracking Number below. You will need this information at the time fingerprints are taken.</p> <p>NOTE: Results (PDF Documents) may not be viewable on all devices. For best results, use a desktop or laptop.</p> <p>Applicant Tracking Number: 21T0001085 BEAR, TEDDY RAWR DOB: 12/25/1950</p> <p><small>It is required to have the applicant tracking number (above) at the time of fingerprinting Fingerprinting: 204-474-2411 ext 1085</small></p>	<p> STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION DIVISION OF STATE POLICE Bureau of Identification </p> <p>06/15/2021</p> <p>Please present the Applicant Tracking Number below at the fingerprint location. It will identify both the reason for your fingerprint request and the agency or entity receiving the results. You must provide this number in order to be fingerprinted. Please also bring a government issued form of identification.</p> <p>Applicant Tracking Number: [REDACTED]</p> <p></p>
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West Haven Police Pistol Permit Application

(print legibly as this information is needed for the actual permit)

Last Name: _____

First Name: _____

Middle Name: _____

Date of Birth(mm/dd/yyyy): _____

Address: _____ **West Haven, CT 06516**

Address to mail permit, if different from above:

Place of Birth (City /State / Country) _____

Sex: _____

Race: _____

Occupation: _____

Height: _____

Weight: _____

Best contact phone #: _____

Return this form with permit application



DEPARTMENT OF POLICE SERVICES

CITY OF WEST HAVEN

200 Sawmill Rd West Haven Connecticut 06516

Phone (203)937-3929 Fax (203) 937-3993

Firearms Division

Please use this checklist to make sure you are submitting all required items for us to process your application.

Please do not fold

- Firearms safety and use course certificate.**
- Certified copy of birth certificate (raised seal) or U.S. passport**
- Four (4) page State DPS-799-C form, revised 3/3/21, must be notarized,**
- Copy of photo identification**
- City of West Haven 1 page application.**
- Fingerprint Card with PDF form with ATN**
(If fingerprints electronically submitted, card not needed, but ATN is)
- \$70 fee to the "City of West Haven" (bank check or money order)
or exactly \$70 cash**

Once you have a complete packet that includes **ALL** the proper paperwork and fees listed above, you may drop the packet off at the West Haven Police Department Records Division window. Completed packet can be dropped off on **weekdays between 8:00am - 3:30pm. No drop offs on holidays.** Please make sure your packet is reviewed by staff.

The permit process can take anywhere from 6 to 12 weeks to complete. Please do not call for a status update unless it has been over 3 months since you submitted your application.