



Berlin Police Department

240 KENSINGTON ROAD
BERLIN, CT 06037-2647
Phone (860) 828-7080
Fax (860) 828-7590



PISTOL PERMIT APPLICANT:

1. **Application:** You may obtain an application from our Records Division. Please fill out the application completely and make sure the **completed application is notarized**.

Character References (3): Three (3) character references attesting the applicant's suitability to possess and carry a firearm. The letter must clearly state that the writer understands that it is a reference for the issuance of a permit to carry a pistol and not a character reference for employment or other purposes.

2. **Proficiency:** You must obtain a certificate showing that you have completed an approved course in handgun use and safety under an instructor certified by the NRA or the state.
3. **Fees:**
 - A. Please prepare a bank check or money order for \$19.25, payable to DPS. This is the current cost for the FBI to conduct a national criminal-history records check.
 - B. Please prepare a check for \$35.00 payable to the Town of Berlin. This is the fee for the temporary state permit.
 - C. Please prepare a bank check or money order for \$35.00 payable to the DPS. This is the fee for the five-year state permit.
4. **Naturalization:** If you are a naturalized citizen, you will need your naturalization papers.
5. **Interview:** Applicants are interviewed by Officer John Burns, please call 828-7185 to schedule a mutually convenient time. Please bring the items described in 1,2, 3, and (if applicable) in 4 to the interview. Your fingerprints will be taken after the interview.
6. **Background Investigation:** The Berlin Police Department and the FBI check the history of each applicant to ensure suitability to carry a handgun. State law lists events which will disqualify a person from possessing handguns but an applicant may be rejected for other reasons, such as history of intoxication or mental illness.





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7. **Issuance of Temporary Permit:** When the background investigation is complete, we will notify you. If the permit application is approved, you may receive it at police headquarters, along with the check for DPS. The temporary permit allows you to carry a handgun anywhere in the state, and is valid for sixty (60) days from date of issuance. If the permit application is denied, the permit fee will be refunded. The FBI fee is non-refundable.

8. **Issuance of Five-year Permit:** Within sixty days from the issuance of the temporary permit, you must contact DPS to be issued a five-year permit. Write or telephone:

**State of Connecticut
Department of Public Safety
Special Licensing and Firearms Unit
Post Office Box 2794
Middletown, CT. 06457-9294
(860) 685-8290**


Paul Fitzgerald

