Directions to Apply for CT Pistol Permit:

- Complete ENTIRE Application.
- Application needs to be notarized.
- Pre-register for your fingerprints within the Connecticut Criminal History Request System. [https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/](https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/)
- Watertown CT Pistol Permit Code will be provided to you upon pick up of your application. Follow instructions within the portal to complete the pre-registration and payment process.
- At the end of the pre-registration and payment process, you will receive an Applicant Tracking Number. The tracking number information will be emailed to the address provided in the registration process.
- Submit your fingerprint card and the applicant tracking email confirmation with your application.
- You will need to also include:
  - copy of your NRA Certificate
  - copy of Driver’s License
  - copy of Passport or Birth Certificate.
- Submit entire packet to the Watertown Police, Records Division, Monday – Friday 8 a.m. – 4 p.m.
- You will be notified when your Temporary State Pistol Permit is ready to be picked up at the Watertown Police Department, Records Division. At that time, we will require $70.00 cash or personal check made out to the Watertown Police Department.
- If your Pistol Permit has been denied you will receive a certified letter in the mail explaining the reason for the denial.
- **Fingerprints will be offered on the 1st and 3rd Thursday of each month from 3:00 p.m. to 6:00 p.m. in the lobby of the Watertown Police Department on a first come basis (no appointment required).** The fee for fingerprints is $30.00. Fingerprints MUST be paid by cash, bank check, or money order payable to Biometric Identification Services at the time of fingerprinting. Credit cards and personal checks WILL NOT be accepted.