



Watertown Police Department

195 French Street
Watertown, CT 06795
860-945-5216 Fax 860-945-4847



Joshua N. Bernegger
Chief of Police

TEMPORARY STATE PISTOL PERMIT APPLICATION

Applicants must be at least twenty-one (21) years old and cannot have any felony convictions.

TEMPORARY STATE PERMIT IS ONLY VALID FOR SIXTY (60) DAYS

Please follow the below instructions for obtaining a temporary CT state pistol permit:

Step 1: Attend NRA Course

Certificate verifying NRA "Basic Pistol Course" from a certified NRA instructor. The NRA's "Home Firearms Safety Course" and "First Steps Pistol Orientation Program" **ARE NOT** approved courses. Applicants **MUST** live fire a semi-automatic pistol or revolver. Instructor's current certification number **MUST** be on the certificate.

Step 2: Fingerprints

Fingerprints will be offered on the **1st and 3rd Thursday of each month from 3:00 pm to 6:00 pm** in the lobby of the Watertown Police Department on a first come basis (*no appointment required*) The fee for fingerprints is \$25.00 payable to Biometric Identification Services. Fingerprints **MUST** be paid by cash, bank check, or money order at the time of fingerprinting. Credit cards and personal checks **WILL NOT** be accepted.

****Pistol Permit application packets **WILL NOT** be accepted during fingerprinting hours****

Step 3: Complete and submit ALL required paperwork

Fill out the pistol permit application completely, clearly and have it **NOTARIZED**. Attach a copy of your birth certificate or passport and a **COPY** of your Firearm Safety & Use course Certificate. Include a **COPY** of your Connecticut Driver's License or Identification Card listing Watertown/Oakville as proof of residency. If applicable, include a **COPY** of your discharge paperwork from the U.S. Military (DD-214). Naturalized citizens will need to bring their naturalization papers.

(2) Checks or money orders for your State and Federal Background checks. Both payable to:
Treasurer, State of CT
(1) Check for \$13.25 and (1) check for \$75.00

Completed Pistol Permit Application packets, payment, and fingerprint cards may be turned into the Watertown Police Department Records Division Monday through Friday from 8:00 am-4:00 pm. No appointments are necessary to turn in applications. Any incomplete or illegible applications, or applications missing documentation will be returned to the owner.

****The Records Department is closed during Holidays ****

Step 4: Notification

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.

Issuance of five-year Permit: Within sixty (60) days of issuance of your temporary permit, you must go to the Department of Public Safety Special Licensing Firearm Unit, 1111 Country Club Road, Middletown, CT 06457 to obtain your five-year permit.

Any questions regarding the fingerprinting process please contact Biometric Identification Services at 860-345-2331 or 1-888-436-8778. Any questions regarding the permitting process please contact our Records Division at 860-945-5200.