



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 or from the website of The Department of Emergency Services and Protection
(<http://www.ct.gov/despp/cwp/view.asp?a=4213&q=494614#forms>)

Please fill out the application completely and make sure the **completed application is notarized.**

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 of Connecticut.
3. **Fees:**
 - A. Please prepare one check or money order made payable to the Berlin Police Department in the amount of \$62.00. This is the current cost for the FBI and Connecticut State Police to conduct a national criminal-history records check.
 - B. Please prepare another check or money order for \$70.00 payable to the Berlin Police Department. This is the fee for the temporary state permit.
4. **Proof that you are legally and lawfully in the United States:** You will need to provide a certified copy of your birth certificate, a copy of your U.S. passport or documentation issued by Immigration and Customs Enforcement (I.C.E.).
5. **Naturalization:** If you are a naturalized citizen, you will need to provide a copy of your naturalization papers.
6. **Interview:** Applicants are interviewed by Officer John Burns. Please call 828-7185 to schedule a mutually convenient time. Please bring the items described in 1,2,3,4, and (if applicable) in 5 to the interview. Your fingerprints will be taken after the interview.





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7. **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.
8. **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. 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 application fees will not be returned.
9. **Issuance of Five-year Permit:** Within sixty (60) 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
<http://www.ct.gov/despp/cwp/view.asp?a=4213&q=494614#forms>**


Paul Fitzgerald
Chief of Police

PF/mcw

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