



TOWN OF OLD LYME

OFFICE OF THE SELECTMEN

52 Lyme Street
Old Lyme, CT 06371
www.oldlyme-ct.gov
Tel. (860) 434-1605
Fax (860) 434-1400

Date: _____

Dear Applicant,

In order to apply for a 60-day temporary Pistol Permit from the Town of Old Lyme, the following items need to be submitted to the Selectman's Office for processing:

- A completed Pistol Permit Application;
- A recent National Rifle Association (NRA) Certificate;
- One Fingerprint Card;
- Two separate Certified Checks or Money Orders made payable to "Treasurer – State of CT" (one for \$50.00 for the State of CT and one for \$12.00 for the FBI background check and processing fees).

Once background checks are completed through the Federal and State agencies, which can take up to 8-10 weeks to process, there will be a \$70 charge due to the Town of Old Lyme. You will receive a 60-day temporary permit, which needs to be submitted in person at the State of CT, Dept. of Public Safety, 1111 Country Club Road, Middletown, CT in order to receive a pistol permit valid for five years. You will need to bring the following items to the Dept. of Public Safety:

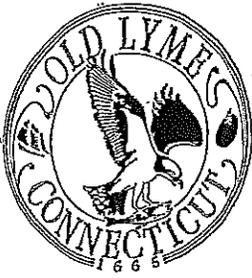
- The 60-day temporary permit issued by the Town;
- Payment of \$70, either by check, Money Order, made payable to the "Treasurer, State of CT", or exact cash payment;
- Proof of legal and lawful presence in the United States is required. Acceptable forms of proof include a birth certificate, U.S. passport, or documentation of permanent residence from the U.S. Citizenship and Immigration Services.

Please feel free to call me at 860-434-1605, ext. 212, with any questions you may have.

Sincerely

Michele E. Hayes
Office Manager-Selectman's Office

/meh
Encls.



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Directions:

State of Connecticut; Department of Public Safety
1111 Country Club Road
Middletown, CT 06457
Tel. # (860) 685-8494

To have fingerprinting cards made directly.

Please note that there's a \$15.00 charge made payable to them upon receipt of cards.

From Old Lyme:

- Route 95 South to
- Route 9 North to
- Route 91 South (Exit 20S). Take
- Exit 20 off of Route 91 South
- Left at end of ramp
- Take a right at stop sign
- Building on left

Instructions To Applicants Obtaining a Connecticut State Pistol Permit

All Applicants residing in Connecticut must appear in person at one of the locations listed below. You must have with you:

Valid 60-day temporary permit

Personal check or money order payable to D.P.S. for ~~\$70.00~~ - NO CASH

Drivers License or Connecticut Identification Card

Proof of Citizenship – Birth certificate, U.S. Passport, Naturalization Papers

Legal Resident Aliens must provide Alien Registration Number/Green Card

Troop locations closed during inclement weather.

DPS Headquarters
1111 Country Club Rd.
(Exit 20 off I-91)
Middletown, Ct. 06457
(860)-685-8494
Mon. through Fri.
8:30 a.m. - 4:15 p.m.

Troop G – Bridgeport
149 Prospect St.
Bridgeport, Ct. 06604
(800)-575-6330
Tue, Wed, Fri. & Sat.
8:00 a.m. - 12:00 p.m. & 12:30 p.m.- 4:00 p.m.
Thursdays:
11:00 a.m. - 1:30 p.m. & 2:00 p.m.- 7:00 p.m.

Troop C – Tolland
1320 Tolland Stage Rd
Tolland, Ct. 06084
(860)- 896-3271
1st and 3rd Tuesdays of the month
8:30 a.m.- 12:00 & 12:30 p.m.- 4:00 p.m.

Troop E - Montville
I-395 (between exits 79 & 79A)
Montville, Ct. 06382
(860)- 848-6539
1st three Wednesdays of the month
7:30am - 2:00pm, closed 11-11:30 am

Troop L – Litchfield
452 Bantam Rd.
Litchfield, Ct. 06759
(860)- 567-6814
1st and 3rd Mondays of the month
8:30 a.m. – 12:00 & 12:30 p.m.- 4:00 p.m.



**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Special Licensing and Firearms Unit**



Instructions to Applicants

| Pistol Permits – New | Pistol Permits – Renewal In-Person | Pistol Permits – Renewal by Mail |
|---|--|--|
| <p>1. A valid Temporary State Permit to Carry Pistols or Revolvers (DPS-11-C) must be presented in person at the Department of Emergency Services and Public Protection (DESPP) Headquarters located at 1111 Country Club Road, Middletown, Connecticut 06457-2389.</p> <p>2. Proof of legal and lawful presence in the United States is required. Acceptable forms of proof include a birth certificate, U.S. passport, or documentation of permanent residence from the U.S. Citizenship and Immigration Services.</p> <p>3. Payment of a \$70.00 fee is required, either by check or money order made payable to "Treasurer, State of Connecticut" or by exact cash payment.</p> <p>4. Your photograph and signature will be taken at DESPP.</p> | <p>1. All pistol permits may be renewed in person at DESPP Headquarters ninety (90) days prior to expiration or up to ninety (90) days after expiration. No permit can be renewed after the ninety (90) day grace period following the expiration date.</p> <p>2. Confirm the accuracy of the information on DPS-129-C. If corrections are required, draw a single line through any incorrect information and write in the correct information. Present the corrected form to DESPP.</p> <p>3. Bring a \$70.00 check or money order made payable to "Treasurer, State of Connecticut" or exact cash payment.</p> <p>4. Your photograph and signature will be taken at DESPP.</p> | <p>1. Out-of-state pistol permits may be renewed by mail. Effective 10/01/11, In-state renewals may also be completed by mail.</p> <p>2. Confirm the accuracy of the information on DPS-129-C. If corrections are required, draw a single line through any incorrect information and write in the correct information. Sign the corrected form in the presence of a notary prior to mailing.</p> <p>3. Using transparent tape, attach a 2" x 2" color passport photo, taken within the previous six (6) months, in the box provided. Include a \$70.00 check or money order made payable to "Treasurer, State of Connecticut." Do not send cash.</p> <p>4. Proof of legal and lawful presence in the United States is required. Acceptable forms of proof include a birth certificate, U.S. passport, or documentation of permanent residence from the U.S. Citizenship and Immigration Services. Do not send originals.</p> <p>5. Include a self-addressed, stamped #10 envelope.</p> |

Renewals for Armed Security Officers (Blue Cards/Class 1) and Bail Enforcement Agents (Gold Cards/Class 2)

Follow the instructions above for Pistol Permits – Renewal In-Person.
An additional check or money order for \$62.00 is required, made payable to "Treasurer, State of Connecticut."
Include a self-addressed, stamped #10 envelope.
Armed Security Officers must submit a DPS-1030-C annually as proof of completion of the handgun qualification refresher course.

Eligibility Certificates (New & Renewals)

New applicants must complete the DPS-799-C and DPS-164-C, and sign it in the presence of an official when your photo is taken. Submit an affidavit signed by an instructor certified by the State, the National Rifle Association, or the Department of Energy and Environmental Protection stating that the applicant successfully completed a safety or training course in the use of pistols or revolvers or long guns. Such statement shall specify that the instructor was so certified at the time that he taught the course, and shall include the full name of the applicant, and the date, location and duration of the course.
Submit fingerprints with two (2) separate checks or money orders to cover the federal processing fee of \$16.50 and the state fee of \$50.00, both made payable to "Treasurer, State of Connecticut", for the required criminal background checks.
Submit an additional check or money order for \$35.00 made payable to "Treasurer, State of Connecticut" for the processing of the Eligibility Certificate. If you are appearing in person, exact cash payments will be accepted.
When applicable, criminal and/or mental health records must be submitted per Connecticut General Statutes Section 29-36g, as amended by P.A. 13-3 and P.A. 13-220.
Renewal applicants must submit a DPS-129-C-2, with \$35.00 fee made payable to "Treasurer, State of Connecticut" and documentation of legal and lawful presence in the United States (see # 2 under "Pistol Permits New" for acceptable documents), if previously not verified. Do not mail cash.
Include a self-addressed, stamped #10 envelope.

Ammunition Certificates (New & Renewals)

1. New applicants must complete DESPP-417-C, and sign it in the presence of an official when your photo is taken.
2. Submit check or money order for \$35.00 made payable to "Treasurer, State of Connecticut" or exact cash payment, for the processing of the Ammunition Certificate.
3. When applicable, criminal and/or mental health records must be submitted per Connecticut General Statutes Section 29-36g, as amended by P.A. 13-3 and P.A.13-220.
4. Renewal applicants must submit a DPS-129-C-2 with \$35.00 fee made payable to "Treasurer State of Connecticut." Do not mail cash.

STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE

NOTICE

Pursuant to C.G.S. §§ 29-28, 29-32, 29-36f 29-36i, P.A.13-03, P.A. 13-220, and 18 U.S.C. § 922, applications covered by these instructions will not be issued or be renewed, if:

1. You have a **FELONY CONVICTION** in any jurisdiction.
2. You have a **MISDEMEANOR CONVICTION** in Connecticut for one of the following crimes:
 - a. Illegal possession of controlled or hallucinogenic substances, as specified under C.G.S. § 21a-279(c)
 - b. Criminally negligent homicide as specified under C.G.S. § 53a-58
 - c. Assault in the third degree as specified under C.G.S. § 53a-61
 - d. Assault of an elderly, blind, disabled or pregnant person or a person with intellectual disability in the third degree, as specified under C.G.S. § 53a-61a
 - e. Threatening in the second degree as specified under C.G.S. § 53a-62
 - f. Reckless endangerment in the first degree as specified under C.G.S. § 53a-63
 - g. Unlawful restraint in the second degree as specified under C.G.S. § 53a-96
 - h. Riot in the first degree as specified under C.G.S. § 53a-175
 - i. Riot in the second degree as specified under C.G.S. § 53a-176
 - j. Inciting to riot as specified under C.G.S. § 53a-178
 - k. Stalking in the second degree as specified under C.G.S. § 53a-181d
3. You are an unlawful user of or addicted to any controlled substance (as defined in the Controlled Substances Act (21 U.S.C. 801, et. seq.)).
4. You were **CONVICTED** of a **MISDEMEANOR CRIME of DOMESTIC VIOLENCE**.
This means an offense that (1) is a misdemeanor under federal or state law; and (2) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, or by a person with whom the victim shares a child in common, or by a person who is cohabiting with or who has cohabited with the victim or spouse, parent, or guardian, or by any person similarly situated to a spouse, parent or guardian of the victim.
5. You were discharged from custody within the preceding 20 years after having been found **NOT GUILTY OF A CRIME BY REASON OF MENTAL DISEASE OR DEFECT** pursuant to C.G.S. § 53a-13.
6. You were **CONFINED TO A HOSPITAL** for persons with psychiatric disabilities (C.G.S. § 17a-495) within the preceding sixty (60) months by order of a Probate Court.
7. You have been voluntarily admitted to a hospital for persons with psychiatric disabilities, within the preceding six (6) months for reasons other than solely for alcohol or drug dependence.
8. You are subject to a **RESTRAINING ORDER** or **PROTECTIVE ORDER** issued by a court after notice and an opportunity to be heard has been provided to you in a case involving the use, attempted use or threatened use of physical force against another person.
9. You are the subject of a court issued risk warrant to seize firearms pursuant to C.G.S. § 29-38c(d).
10. You are an **ILLEGAL ALIEN** in the United States.
11. You are **UNDER the AGE of 21 years**.
12. You have renounced your United States citizenship.
13. You have been discharged from the Armed Forces under a dishonorable condition.
14. You are prohibited by federal law, under 18 U.S.C. 922 (g) or (n).

Please direct any questions regarding your status in person at DESPP Headquarters, Special Licensing and Firearms Unit, located at 1111 Country Club Road, Middletown, Connecticut 06457-2389 or by telephone at (860) 685-8290. Hours of operation are Monday through Friday 8:30 am - 4:15 pm. *Please note all locations will be closed on State and Federal holidays. Troop location may be closed during inclement weather. No appointments necessary.*

Troop C - Tolland 1320 Tolland Stage Rd., Tolland CT 06084, telephone 860-896-3271 - 1st full week of every month
Troop E - Montville 1-395 N (between exits 79 & 79A) Montville; CT 06382, telephone 860-848-6539 - 2nd full week of every month
Troop L - Litchfield 452 Bantam Rd., Litchfield CT 06759, telephone 860-626-7914 - 3rd full week of every month
All hours at the above Troops are: 7:30 am - 11am & 11: 30-2pm Monday through Friday

Troop G Permit Office in Bridgeport, 149 Prospect Street, Bridgeport, Connecticut, 06604; telephone (203) 696-2532
Tuesday, Wednesday, Friday, and Saturday 8 am - 12 pm and 12:30- 4 pm; Thursday 11 am - 2 pm and 2:30 - 7 pm.

Current schedules, hours and directions can be found at www.ct.gov/despp - click on Special Licensing and Firearms Unit link.

Large Capacity Magazine Declaration (DESPP-788-C) can be obtained on the DESPP website at: www.ct.gov/despp

The Department of Emergency Services and Public Protection (DESPP) herein notifies the applicant that DESPP will be notified by the Department of Mental Health and Addiction Services if the applicant has been confined in a hospital for persons with psychiatric disabilities within the preceding sixty (60) months by order of Probate Court, or if the applicant has been voluntarily admitted to a hospital for persons with psychiatric disabilities within the preceding six (6) months for reasons other than solely for alcohol or drug dependence. DESPP will use this information in order to fulfill its statutory obligations under Connecticut General Statutes Sections 29-28, 29-36f, P.A. 13-3, and P.A. 13-220.

Department of Emergency Services and Public Protection
Division of State Police

D. Medical History:

Have you been confined in a hospital for mental illness in the past twelve (12) months by order of a Probate Court? NO YES If "YES," explain: (Attach additional sheet(s), if necessary)

Have you been discharged from custody within the past twenty years after having been found Not Guilty of a crime by Reason of a Mental Disease or Defect? NO YES
If "YES," explain: (Attach additional sheet(s), if necessary)

Notice: Department of Emergency Services and Public Protection herein notifies the applicant that, pursuant to Connecticut General Statutes Sections 29-28 through 29-38b, DESPP will be notified by the Department of Mental Health and Addiction Services if the applicant has been confined to a hospital for psychiatric disabilities within the preceding twelve (12) months by order of probate court.

E. Criminal History:

Have you ever been ARRESTED for any crime, in any jurisdiction? NO YES If "YES," list all arrests, indicating charges, locations, dates of arrest and dispositions. (Attach additional sheet(s), if necessary)

Notice: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to C.G.S. 46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. 46b-146), an adjudication as a youthful offender (C.G.S. 54-76o), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon (C.G.S. 54-142a).

With regard to criminal history information arising from jurisdictions other than the State of Connecticut: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to the law of the other jurisdiction. Additionally, you are not required to disclose the existence of an arrest arising from another jurisdiction if you are permitted under the law of that jurisdiction to swear under oath that you have never been arrested.

Have you ever been CONVICTED under the laws of this state, federal law or the laws of another jurisdiction? NO YES If "YES," list all convictions, include charges, location, date of arrest, and disposition. (Attach additional sheet(s), if necessary)

Are you currently on probation, parole, work release, in an alcohol and/or drug treatment program or other pre-trial diversionary program or currently released on personal recognizance, a written promise to appear or a bail bond for a pending court case? NO YES. If "YES," explain. (Attach additional sheet(s), if necessary)

Have you ever been the subject of a Protective Order or Restraining Order issued by a court in a case involving the use, attempted use or threatened use of physical force against another person, regardless of the outcome or result of any related criminal case? NO YES
If "YES," which court issued the order?

F. Military History:

Were you ever discharged from the Armed Forces of the United States with a less than Honorable Discharge? NO YES.

**If you have ever been a member of the Armed Forces of the United States and have been discharged, attach a copy of your DD-214*

Department of Emergency Services and Public Protection
Division of State Police

G. Proof of Training:

**Attach a copy of the letter or certificate attesting that you have completed a course in the safety and use of pistols and revolvers, signed by the pistol or revolver instructor.*

Instructor: (Check applicable box)

- National Rifle Association
- Department of Energy and Environmental Protection (formerly Department of Environmental Protection)
- Other: _____

State Instructor's Name and ID Number: _____

H. Declaration:

I understand that any false statement made herein, which I do not believe to be true and which is intended to mislead a public servant in the performance of their official function, is punishable in Connecticut pursuant to state statute (C.G.S. Sec. 53a-157b). I further understand that any statements in this application that is determined to be false or inaccurate shall constitute grounds for the permit or certificate not to be issued, or if issued before the facts are known, shall be cause for revocation. My signature below attests to the accuracy, completeness, and to the truth of all information supplied on this application.

I declare, under the penalties of False Statement, that the answers to the above are true and correct.

Date: _____ Signed _____

STATE OF _____

COUNTY OF _____

Print Name _____

Subscribed and sworn to before me this _____ day of _____, 20____

Name:
Notary Public
My Commission Expires:
Commissioner of Superior Court

NOTICE: Appeal Process for Permits

In the event that your application to carry pistols or revolvers is denied or your permit is revoked, you may notify the Board of Firearm Permit Examiners, in writing, within ninety (90) days, in order to begin your appeal process. At a hearing before the Board, you may request that your application be reconsidered or that your permit be reinstated. Additionally, in the event that your permit application has not been processed by the local issuing authority within eight (8) weeks, you should notify the Board of Firearm Permit Examiners. Contact information for the Board of Firearm Permit Examiners, State Office Building 20 Trinity St., Hartford, CT 06106. Telephone (860) 256-2977 or (800) 996-7078.

For Official Use Only

| | | |
|--|---|---|
| Application Received: _____ Month/Day/Year | FBI Sent: <input type="checkbox"/> No <input type="checkbox"/> Yes FBI Reply: <input type="checkbox"/> No <input type="checkbox"/> Yes ICE Response: <input type="checkbox"/> No <input type="checkbox"/> Yes DMHAS: <input type="checkbox"/> No <input type="checkbox"/> Yes SPBI: <input type="checkbox"/> No <input type="checkbox"/> Yes Number: _____ | Application Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ (Signature and title of issuing authority) |
|--|---|---|