

West Hartford Police Department
Procedure for Obtaining a Permit to Carry Pistols and Revolvers
Pursuant to Public Act 09-03

- 1. Application:** Please fill out the application completely and it must be notarized.
- 2. Proficiency:** You must obtain a certificate showing that you have completed a course approved by the Commissioner of Public Safety in the safety and use of pistols and revolvers.
- 3. Fees:** Please prepare:
A check or cash for **\$77.00**, payable to: **Town of West Hartford**. This is the current cost for the FBI to conduct a national criminal history check, (\$12), the CT State Police to contact state criminal history check (\$50) and a WHPD service fee of \$15.00.
- 4. Naturalization:** If you are a naturalized citizen, you will need your naturalization papers.
- 5. Interview:** Call **860-570-8980** to schedule an appointment. Appointments are available on Tuesdays or Thursdays at 9:00 am or 9:20 am. Please bring the items described in 1, 2, 3, and 4 (if applicable), to the appointment.
- 6. Background Investigation:** The West Hartford Police and the FBI, check the history of each applicant to ensure suitability to carry a handgun. Conviction of a felony or of certain misdemeanors disqualifies one from a permit; an applicant may be rejected for other reasons, such as history of intoxication or mental illness.
- 7. Issuance of Temporary Permit:** When the background investigation is complete, we will notify you by mail.
 - a.** If your application is approved, you may pick up the temporary permit from the Police Records Division, Mon-Fri 8a-4p, 860-570-8800.
 - b.** You must bring cash or check for **\$70.00**, payable to: **Town of West Hartford**. This is the fee for the temporary state permit. The temporary permit allows you to carry a handgun anywhere in the state, and is valid for sixty (60) days from the date of issuance.
- 8. Issuance of Five-year Permit:** Within sixty days of issuance of the temporary permit, you must contact the Department of Public Safety to be issued a five-year permit.
(A check for \$70, Payable to: Treasurer, State of CT., will be required for this permit.)

Department of Public Safety
Special Licensing and Firearm Unit
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