

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

- 1. Application:** Please complete and notarize the **DPS-799-C Application**
- 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.
- 3. Pre-Enrollment Fingerprint Website:** State of CT Criminal History Request System
 - **Go to Pre-Enrollment Website :** <https://ct.flexcheck.us.idemia.io/cchrspreenroll/>
 - **Input Service Code: 2C1D-20BD**
 - **Follow directions on the website and complete all mandatory fields**
 - **Submit payment on the website of \$90.90 (Credit Card Only)**
 - **Print out the Pre-Enrollment Confirmation that includes the Applicant Tracking #**
- 4. Fees:** Applicants will be required to pay fee of **\$15.00** the time of fingerprinting
 - **We accept exact Cash or Check only - payable to: Town of West Hartford**
- 5. Naturalization:** If you are a naturalized citizen, you will be required to produce proof of US Citizenship.
- 6. Schedule Interview:** Call **860-570-8980** to schedule an appointment
 - Please bring the items described in **1, 2, 3, 4, and 5 (if applicable), to the appointment**
- 7. Background Investigation:** The West Hartford Police conducts the criminal history of each applicant to ensure suitability to carry a handgun. Conviction of a felony or certain misdemeanors are disqualifiers from possessing a permit.
- 8. Issuance of Temporary Permit:**
 - When the background investigation is completed, you will be notified by US mail.
 - If your application is approved, you may pick up the temporary permit from the West Hartford Police Records Division, Mon-Fri 8a-4p, 860-570-8800.
 - The pistol permit fee is **\$70.00**, cash or check only (payable to, Town of West Hartford). The temporary pistol permit allows you to carry a handgun anywhere in the state, and is valid for sixty (60) days from the date of issuance.
- 9. Issuance of Five-year Permit:** Within sixty days of issuance of the temporary state pistol permit, you must go to CT Department of Emergency Services and Public Protection to obtain your permanent pistol permit.