



TOWN OF SUFFIELD

Obtaining a 60 day Temporary State Pistol Permit

Please read this cover page in its entirety to prepare for your appointment.

Applicant must be a Suffield resident AND at least 21 years of age AND a legal resident of the United States.

The application package is available at the Police Department Town's website: www.suffieldct.gov (see "Police", then "Pistol Permit Application"). The Suffield Police Department issues the Temporary State Permit to Carry Pistols or Revolvers pursuant to # 29-28 and 29-28a of the Connecticut General Statutes. This process takes approximately 8 to 12 weeks. Temporary permits are valid for sixty (60) days from the date of issue.

YOU WILL NEED TO MAKE AN APPOINTMENT TO BRING IN YOUR APPLICATION AND A SEPARATE APPOINTMENT IS NEEDED TO GET FINGERPRINTED.

You will be asked for your name, date of birth, address and phone number at the time you schedule. Please read this page in full before calling.

**To make your appointment or if you have questions, call Monday – Friday, 7:00am – 2:00pm:
Elizabeth Sagan, Records Clerk, at 860-668-3311**

Prepare the following documents and bring to your appointment:

HAND GUN SAFETY COURSE LETTER/CERTIFICATE OF COMPLETION

You are required to complete a hand gun safety course, which must consist of no less than the NRA's "Basic Pistol Course." Live fire is required, using a semi-automatic pistol or revolver. The letter or certificate must include the instructor's name and identification number. Information regarding NRA firearms instructors and approved courses in this area may be obtained by calling the NRA office at 800-672-3888 or by visiting the website: www.nrainstructors.org/searchcourse.aspx.

PISTOL PERMIT APPLICATION – Completed and Notarized

Complete the application-

<https://portal.ct.gov/-/media/DESPP/CSP/files/DPS-799-C.pdf?la=en>

The application must be notarized. **WAIT TO SIGN THE APPLICATION UNTIL YOU ARE IN THE PRESENCE OF THE NOTARY.** Notaries are generally available at banks and UPS stores.

SUFFIELD POLICE DEPARTMENT SUPPLEMENT TO PISTOL PERMIT APPLICATION

Complete the supplement **The submission of the supplemental application is voluntary but strongly encouraged. Subsequent to the submission of your application, the department is required to complete a suitability investigation under CGS. 29-29. The completion of this document can aid and expedite the process.

SUFFIELD POLICE DEPARTMENT WAIVER OF CONFIDENTIALITY

Sign the waiver authorizing the Police Department to conduct a background check

IDENTIFICATION

- Valid United States passport or certified birth certificate
- Valid Driver's License or CT State non-driver photo ID

PROOF OF SUFFIELD RESIDENCE May also be required if you are a "new" Town resident.

- Mail: Utility bill, tax bill, etc. showing your Suffield address

FEES

- **\$10.00** Cash or personal check is fine (payable to "Town of Suffield") for the fingerprints if they are done at Suffield PD.
- **\$70.00** (personal check is fine) payable to "Town of Suffield" for the temporary sixty day permit (**Due Once Permit Is Approved**)

SPD/RD 05

General Information

Temporary permit holders must apply for State Pistol Permits within 60 days of receiving the temporary permit (before its expiration). The entire Temporary State Pistol Permit process must be repeated if you do not apply for the State permit within the 60 day period. The fee for the State as of this writing is \$70 and the State permit is currently valid for five (5) years. Basic information regarding the process for obtaining the State permit will be provided to the applicant when the temporary permit is issued. The State Special Licensing and Firearms Unit will provide the full information you need. Their telephone number is 860-685-8290.

Rev. August 27, 2021