



### PISTOL PERMIT PROCEDURES

1. Successfully complete the Gun Safety Course and obtain a Certificate of Completion.
2. Complete the Pistol Permit application and have it **NOTARIZED** (a notary is available in the Town Clerk's office located in Town Hall).
3. Bring all of the following documents to the Colchester Police Department:
  - **Completed, Notarized Application**
  - **Valid CT Drivers License**
  - **Proof you are legally and lawfully in the United States (e.g., certified copy of birth certificate, U.S. passport or documentation issued by I.C.E.)**
  - **NRA Pistol Course Certificate**
4. Completion of Fingerprints. Fingerprint service is provided at the Colchester Police Department on the following days and times:  
**MONDAY, WEDNESDAY AND THURSDAY at 8:30a.m. OR 3:00p.m.**
5. The Pistol Permit application fees are as follows:
  - Fingerprint fee - \$15.00
  - State background check - \$14.75(**AS OF 10/1/16 RATE DECREASE TO \$12.00**)
  - Federal background check - \$50.00**PLEASE BRING ALL CHECKS/MONEY ORDERS MADE PAYABLE TO "TREASURER – STATE OF CT"**
6. Once the Federal and State background checks have been successfully completed you will receive a letter in the mail instructing you that your Temporary Pistol Permit is ready to be picked up.
7. The Temporary State Pistol Permit will be issued for a \$70.00 fee payable to the **"Town of Colchester"**.