

# Pistol Permit Packet

## Have Packet Organized This Way:

1. Checks and Photos on top
  - Bank Certified or Money order (NO PERSONAL CHECKS)  
\$70.00 to Treasurer Town of Hamden
  - Photo is 2 X2 passport size color photo
2. Town of Hamden Pistol Permit Application (not stapled)
  - Notary and Applicant should have matching signing dates and should be notarized within one week of turning in paperwork.
3. State of CT Pistol Permit Application (not stapled)
  - Notary and Applicant should have matching signing dates
4. Copy of Birth Certificate, if born outside the United States a permanent resident card or naturalization paperwork will be needed.
  - Not Passport
5. Copy of CT Driver's license with Hamden Address (A check will be done to verify address through DMV files. This is your responsibility!)
6. Copy of Social Security Card
7. Copy of Completed Safety Course (Completed within 2 years or less)
8. FINGERPRINTING: The State no longer accepts money orders or bank checks to accompany fingerprints (This used to be a \$88.25 charge or \$75.00 + \$13.25). You MUST pre-enroll to be fingerprinted and pay online via credit card only. The website to enroll is <https://ct.flexcheck.us.idemia.io/cchrspreenroll/>. You will be given a service code after your application is turned into the HPD Permit Division. Once you are pre-enrolled to be fingerprinted you MUST bring a printed copy of the barcode/tracking number with you. If the barcode/tracking number does not accompany fingerprints we will NOT be able to accept the pistol permit application. Please note that once you complete the pre-enrollment process and pay online there are NO refunds.

## **Please Note:**

**Applications are to be turned in when you get fingerprinted.**

**We Do Not Make Copies**

**We Do Not Notarize Applications**

**We Do Not take Passports In lieu of Birth Certificates, Social Security, Etc.**

**Must be Hamden Resident**

**Fingerprints must be done at HAMDEN PD (Nowhere else)**

**INCOMPLETE PACKETS WILL NOT BE ACCEPTED!**

**No person may apply for a temporary state permit within a 12 month period more than once and no temporary permit shall be issued to any person who has applied for a permit more than once within the preceding 12 months. (CGS-29-28)**



DEPARTMENT OF POLICE SERVICE  
HAMDEN, CONNECTICUT



**MUST BE A HAMDEN RESIDENT**

**POLICE DEPARTMENT USE ONLY**

LICENSE NUMBER \_\_\_\_\_ (ISSUED BY THE HAMDEN POLICE DEPARTMENT)

DATE ISSUED \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

**APPLICATION FOR: PERMIT TO CARRY PISTOLS AND REVOLVERS REQUIREMENTS & INSTRUCTIONS FOR THE APPLICANT  
(MUST BE AT LEAST AGE 21)**

1. You must obtain state police form dps-799-c and submit with the Hamden application form. ([WWW.CT.GOV/DESPP](http://WWW.CT.GOV/DESPP))
- 2 You must provide a copy of a certification from a national rifle association instructor, stating that you have completed a course of instruction in the safe and proper handling of a handgun within 2 years.
- 3 You must provide a photocopy of your birth certificate, social security card. A photocopy of your operator's license or CT identification card and if applicable, your naturalization papers.
- 4 You must be fingerprinted by the Hamden Police Department. The State no longer accepts money orders or bank checks to accompany fingerprints (this used to be a \$88.25 charge or \$75.00 + \$13.25) you must pre-enroll to be fingerprinted and pay online via credit card only. The website to enroll is <https://ct.flexcheck.us.idemia.io/cchrspreenroll/>. You will be given a service code after your application is turned into the HPD Permit Division. Once you are pre-enrolled to be fingerprinted you must bring a printed copy of the bar code/ tracking number with you. If the barcode/tracking number does not accompany the fingerprints we will not be able to accept the pistol permit application. Please note that once you complete the pre-enrollment process and pay online there are no refunds. There is also a Hamden fingerprint fee of \$30.00, which can be paid by cash, money order, cashier's check or business check. Please make check payable to biometric identification services.
- 5 You must include one passport size (2x2) color photograph with the application. (no cropping of standard size photographs)
- 6 The Hamden Police application fee is \$70.00, payable to: Treasurer, Town of Hamden. (cashier's check or money order only)

**\*\*APPLICANT IS RESPONSIBLE TO PROVIDE THEIR OWN COPIES OF DOCUMENTATION REQUESTED ABOVE- PACKET TO BE RETURNED TO PERMIT OFFICER\*\***

**FINGERPRINTING HOURS: MONDAYS 3:00PM TO 6:00PM  
WEDNESDAYS 10:00AM TO 2:00PM**

APPLICANT'S NAME: \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ EYE COLOR \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME PHONE ( ) \_\_\_\_\_ BUSINESS PHONE ( ) \_\_\_\_\_

LIST ANY OTHER PLACES OF RESIDENCE IN THE LAST (7) YEARS (If the address has not changed in the last 7 years, please put "same as above".

1. \_\_\_\_\_

2. \_\_\_\_\_

**APPLICANT PERSONAL INFORMATION**

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DRIVER'S LICENSE NUMBER \_\_\_\_\_

HAVE YOU USED ANY OTHER NAME(S) IN THE PAST?  YES  NO

IF YES, WHAT NAMES? \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED FOR ANY CRIMINAL OR MOTOR VEHICLE OFFENSES?

YES  NO

IF THE ANSWER TO THE PREVIOUS QUESTION IS YES, THEN LIST ALL SUCH ARRESTS AND THE DISPOSITIONS BELOW: (USE SEPARATE PIECE OF PAPER IF NECESSARY). IF YOU WERE ISSUED A MISDEMEANOR SUMMONS FOR A CRIMINAL OR MOTOR VEHICLE, CHARGE AND HAD TO APPEAR IN COURT THAT IS CONSIDERED AN ARREST. MISDEMEANOR ARREST(S) MUST ALSO BE LISTED IN SECTION BELOW.

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**PLEASE REVIEW APPLICATION IN ITS ENTIRETY FOR COMPLETENESS.**

**\*\*INCOMPLETE APPLICATION WILL RESULT IN SUBSTANTIAL DELAY IN THE PROCESSING PROCEDURE\*\***

**CONNECTICUT STATE STATUTE 53A-157: FALSE STATEMENT: CLASS A MISDEMEANOR**

A person is guilty of false statement when he/she intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable which he does not believe to be true and which statements is intended to mislead a public servant in the performance of his/her official function. Providing a false statement is a Class A misdemeanor.

The penalty for a Class A misdemeanor is imprisonment for a term not to exceed one year, or a fine not to exceed \$1,000.00 or both fine and imprisonment.

(SECTIONS 53A-28(B), 53A-36, AND 53A-42)

I declare under the penalties of false statement, that the answers to the questions contained in this application are true and correct.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUBSCRIBED & SWORN BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

# FBI Privacy Act Statement

*This privacy act statement is located on the back of the FD-258 fingerprint card.*

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must provide to the applicant written notification<sup>1</sup> that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials must ensure that an applicant receives, and acknowledges receipt of, an adequate Privacy Act Statement when the applicant submits his/her fingerprints and associated personal information.<sup>2</sup>
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the employment, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34.
- Officials should not deny the employment, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.<sup>3</sup>

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

<p><b>Connecticut Records:</b> <b>Department of Emergency Services and Public Protection</b> <b>State Police Bureau of Identification (SPBI)</b> <b>1111 Country Club Road</b> <b>Middletown, CT 06457</b> <b>860-685-8480</b></p>	<p><b>Out-of-State Records:</b> <b>Agency of Record</b> <b>OR</b> <b>FBI CJIS Division-Summary Request</b> <b>1000 Custer Hollow Road</b> <b>Clarksburg, West Virginia 26306</b></p>
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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b), 28 U.S.C. 534(b), 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d)

## Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification <sup>4</sup> by \_\_\_\_\_ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared. <sup>5</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record. <sup>6</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. <sup>7</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

If you need additional information or assistance, please contact:

<p><b>Connecticut Records:</b> <b>Department of Emergency Services and Public Protection</b> <b>State Police Bureau of Identification (SPBI)</b> 1111 Country Club Road Middletown, CT 06457 860-685-8480</p>	<p><b>Out-of-State Records:</b> <b>Agency of Record</b> <b>OR</b> <b>FBI CJIS Division-Summary Request</b> 1000 Custer Hollow Road Clarksburg, West Virginia 26306</p>
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**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<sup>4</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>5</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>6</sup> See 28 CFR 50.12(b).

<sup>7</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20 21(c), 20.33(d) and 906.2(d).