

INSTRUCTION SHEET FOR OBTAINING A TEMPORARY STATE OF CONNECTICUT PISTOL PERMIT

Applications for a Temporary (60-day) State of Connecticut Pistol Permit are available at the Roxbury Town Hall or Resident Troopers Office:

Requirements:

- Complete Application Form #DPS-799-C
- Have the application notarized
- Submit a copy of your birth certificate, or other documentation proving permanent residency (If a legal alien, provide copy of valid I.N.S. identification).
- Submit a copy of your Connecticut Operators License to indicate Roxbury residency
- Submit your NRA certificate (or State-approved document) of Basic Pistol Course, which may be obtained from any certified NRA (or State approved) instructor.
- Bring completed application along with three (3) checks or three (3) money orders for the amounts indicated on the following entities.
 - \$14.75 to the Treasurer State of Connecticut
 - \$50.00 to the Treasurer State of Connecticut
 - \$70.00 to the Town of Roxbury

After all the documentation is complete, return the application and supporting materials to the Roxbury Resident Trooper by making an Appointment (Monday-Friday 860-354-0089) for fingerprinting and application submittal.

The Records Department will process the application and notify you when the application is ready. **This process generally takes eight weeks.**

Within 60 days of obtaining a temporary permit, you must obtain your state pistol permit to carry. If the temporary permit expires without having obtained a state permit, the applicant must re-apply for the temporary permit following the above criteria for obtaining a temporary permit. Please see below for information about State Pistol Permits.

INFORMATION FOR STATE PISTOL PERMIT (TO CARRY) APPLICATIONS

Bring to the Department of Emergency Services and Public Protection (DESPP):

- 60-Day Temporary State Permit to Carry Pistols or Revolvers (DPS-11-C)
- Proof that you are legally and/or lawfully in the United States. Examples: Birth Certificate, Voter Registration Card, U.S. Passport, permanent residency documentation from the U.S. Citizenship & Immigration Services.
- \$70.00 fee is required, made payable to State of CT Treasurer, by check, money order or cash.
- Looking for a non-resident CT State pistol permit? You must apply directly to the State of Connecticut. Please refer to the contacts and web address for CT DESPP.

Note: Photo and Signature will be taken at DESPP

CT DESPP

Special Licensing & Firearms Unit

1111 Country Club Rd.

Middletown, CT 06457

(860) 685-8494

M-F: 8:30 – 4:15

Troop A – Southbury

90 Lakeside Rd

Southbury, CT 06488

(860) 376-1554

Tu & Wed: 8:00 - 12 & 12:30 - 3:45

Th: 11:00 - 2:00 & 2:30 - 6:45

Fri & Sat: 8:00 - 12 & 12:30 - 3:45

Questions: For full details please visit DESPP website (www.ct.gov/despp/site/default.asp) or call CT DESPP (860) 685-8290