



**Town of Roxbury, Connecticut | Resident State Trooper**

**29 North Street | P.O. Box 203 | Roxbury, CT 06783**

**(860) 354-0089 Phone | (860) 355-3091 Fax | [www.roxburyct.com](http://www.roxburyct.com)**

## **Instructions for 60-day Temporary State Pistol Permit Paperwork**

Submit the following in person to the Roxbury Resident Trooper

**Pistol Permit / Eligibility Certificate Application – DPS-799-C (Rev. 03/03/21):**

1. Print clearly, writing in black or blue ink
2. Complete all 4 pages of the application
3. *Application must be signed in the presence of a Notary or Commissioner of Superior Court (Section "Declaration" page 4)*

**Proof you are legally and lawfully in the United States of America**

1. Original Birth Certificate with raised Town/City Clerk's Seal; or
2. Valid U.S. Passport; or
3. Documentation issued by I.C.E.

**Certificate of Competency from either:**

- NRA Certified Pistol Instructor, no less than "Basic Pistol Course"
- A Police Firearm's Instructor or Gun Club Officer who can attest to your competence with a handgun
  - This information must also be documented in Section "Proof of Training" page 4

**Payment to local authority – Personal Check accepted:**

**\$ 70.00** made payable to: Town of Roxbury (payment will be returned only if permit is denied)

The following can only be done after receipt of ALL of the above.

**Fingerprints and Fees for Criminal History Background Checks (fees will not be refunded if permit is denied):**

- Go to the following website: <https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/> .
- The Service code will be given after all of the above supporting documents have been received.
- Complete all required fields and then you will be asked to pay the State and FBI background check fees.
- After paying you will receive an "Applicant Tracking Number" with a barcode. **PRINT** this page and bring it to any CT State Police Troop or Police Department with a "LiveScan System".
- Ink fingerprints can still be taken, please note the response time may still be 6 to 8 weeks.

Upon SPBI approval, you will be contacted by the Roxbury Resident State Trooper's Office which shall issue you the 60day Temporary State Pistol Permit – results should be received in approximately 1 week.

Within the 60-day period you must proceed in person to the DESPP Division of State Police to apply for the permanent State Pistol Permit. Your photograph will be taken at DESPP.