



MIDDLEBURY POLICE DEPARTMENT

Required Information for Firearms Permit Application

No applicant will be fingerprinted unless all of the required documentation and processing fees are available at the time of request for fingerprinting and the applicant is at least 21 years old.

See reverse side of this form for complete instructions, if you have any questions regarding this process, you can contact this department at (203) 577-4030.

Name of Applicant (Last, First, MI)			Sex	Race	DOB	Operator's License # / State	
Street			Nicknames				
City, Town & Zip			Maiden Name				
Place of Birth	Social Security No.		Ht.	Wt.	Hair	Eyes	
Marks and Scars			Tattoos				
Physical Disabilities			Teeth		Left and Right-Handed		
Employer Name, Address, Phone Number			Occupation				
			Education		Skin Complexion		
Marital Status	No. of Children	Nationality	Photo Available		Palm Prints Available		
Remarks							
Name, Address, and Phone Number of a next of Kin							

RECORD CHECK RESULTS – Do not write in the gray areas below – **FOR POLICE USE ONLY**

Case #	Fingerprint Date	Printing Officer Name & Computer ID #		<input type="checkbox"/> Approved <input type="checkbox"/> Reject
S.P.B.I. #	ORI Contributor	ORI	Arrest Status	
F.B.I. #				

FIREARMS PERMIT PROCESSING PROCEDURES

Fingerprints are processed Tuesday and Thursday, 8:30 am – 3:30 pm by appointment only.

ALL OF THE FOLLOWING DOCUMENTS AND FEES (SUBJECT TO CHANGE) ARE REQUIRED TO COMPLETE THE INITIAL PROCESSING OF YOUR FIREARM PERMIT APPLICATION:

1. The application for permit to carry pistols and revolvers (CT State form DESPP-799C)
2. The required information for firearms permit application (Middlebury PD Form PD-172)
3. Approved Handgun Safety and Training Course Certificate (The course of instruction must consist of no less than the NRA's Basic Pistol Course Live Fire)
4. State of Connecticut Driver's License or State of Connecticut I.D. Card
5. Certified copy of birth certificate, U.S. Passport, or Document issued by I.C.E.
6. A color passport size photograph taken within the last three months.

Please provide an alternate phone number where you can be notified of the status of your pistol permit application.

PAYMENT – Cash (exact change only), or separate checks or money orders made out to the following:

1. TOWN OF MIDDLEBURY \$70.00
2. TOWN OF MIDDLEBURY \$88.25

Upon receipt of all the above properly completed documents, background investigations are conducted by this department, the Connecticut State Police and the Federal Bureau of Investigation. The investigation could take 14-16 weeks to complete.

If the outcome of this investigation is satisfactory, you will be notified by telephone to pick up your temporary (60-day) pistol permit to carry firearms at Middlebury Police Headquarters.

Within the 60-day period, you must go to DESSP Division of the Connecticut State Police Pistol Permit Location to obtain your State of Connecticut Pistol Permit.