



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE  
Special Licensing and Firearms Unit



Instructions to Applicants

Pistol Permits – New	Pistol Permits – Renewal by Mail
<ol style="list-style-type: none"><li>1. A valid Temporary State Permit to Carry Pistols or Revolvers (DPS-11-C) must be presented in person at the Department of Emergency Services and Public Protection (DESPP) Headquarters located at 1111 Country Club Road, Middletown, Connecticut 06457-2389 or one of our satellite offices at Troop G or Troop E (by appointment only). For NEW Out of State Pistol Permit Requests, please contact <a href="mailto:SLFU.OOS@ct.gov">SLFU.OOS@ct.gov</a> for a packet to be mailed to you.</li><li>2. Proof of legal and lawful presence in the United States is required. Acceptable forms of proof include a birth certificate, U.S. passport, or documentation of permanent residence from the U.S. Citizenship and Immigration Services.</li><li>3. Payment of a \$70.00 fee is required, either by check or money order made payable to "Treasurer, State of Connecticut" or by exact cash payment.</li><li>4. Your photograph and signature will be taken at DESPP.</li></ol>	<ol style="list-style-type: none"><li>1. Out-of-state, and in state pistol permit renewals must be completed by mail.</li><li>2. Confirm the accuracy of the information on DPS-129-C. If corrections are required, draw a single line through any incorrect information and write in the correct information.</li><li>3. Using transparent tape, attach a 2" x 2" color passport photo, taken within the previous six (6) months, in the box provided.</li><li>4. Include a \$70.00 check or money order payable to "Treasurer, State of Connecticut." Do not send cash.</li><li>5. Proof of legal and lawful presence in the United States is required. Acceptable forms of proof include a birth certificate, U.S. passport, or documentation of permanent residence from the U.S. Citizenship and Immigration Services. <u>Do not send originals.</u></li></ol>

**Renewals for Armed Security Officers (Blue Cards/Class 1) and Bail Enforcement Agents (Gold Cards/Class2)**

1. Follow the instructions above for Pistol Permits – Renewal by mail
2. An additional check or money order for \$62.00 is required, made payable to "Treasurer, State of Connecticut."
3. Armed Security Officers must submit a DPS-1030-C annually as proof of completion of the handgun qualification refresher course.

**Eligibility Certificates (New & Renewals)**

1. New applicants, please contact SLFU for a packet to be mailed to you. This can be done by sending an email to [SLFU.OOS@ct.gov](mailto:SLFU.OOS@ct.gov) and including what type of Eligibility Certificate you are requesting (Pistol or Long Gun), and including your name and mailing address within the body of the email.
2. Renewal applicants must submit a DPS-129-C-2, with a \$35.00 fee made payable to "Treasurer, State of Connecticut". **Do not mail cash.** Documentation of legal and lawful presence in the United States must also be included (see # 2 under "Pistol Permits New" for acceptable documents). A color passport photo must also be affixed to the DPS-129-C-2 form, and the form must be notarized.

**Ammunition Certificates (New & Renewals):**

1. New applicants must complete DESPP-417-C, and sign it in the presence of an official.
2. Include a 2" x 2" color passport photo, taken within the previous six (6) months.
3. Submit check or money order for \$35.00 made payable to "Treasurer, State of Connecticut," for the processing of the Ammunition Certificate. **Do not mail cash.**
4. Renewal applicants must submit a DPS-129-C-2 with \$35.00 fee made payable to "Treasurer State of Connecticut." **Do not mail cash.** A color passport photo must also be affixed to the DPS-129-C-2 form, and the form must be notarized.

SEE IMPORTANT NOTICES – REVERSE SIDE

STATE OF CONNECTICUT  
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DIVISION OF STATE POLICE

NOTICE

Pursuant to C.G.S. §§ 29-28, 29-32, 29-36f 29-36l, and 18 U.S.C. § 922, *applications covered by these instructions will not be issued or be renewed, if:*

1. You have a **FELONY CONVICTION** in any jurisdiction.
2. You have a **MISDEMEANOR CONVICTION** in Connecticut for one of the following crimes in the preceding 20 years:
  - a. Criminally negligent homicide as specified under C.G.S. § 53a-58
  - b. Assault in the third degree as specified under C.G.S. § 53a-61
  - c. Assault of an elderly, blind, disabled, or pregnant person or a person with intellectual disability in the third degree as specified under C.G.S. § 53a-61a
  - d. Threatening in the second degree as specified under C.G.S. § 53a-62
  - e. Reckless endangerment in the first degree as specified under C.G.S. § 53a-63
  - f. Unlawful restraint in the second degree as specified under C.G.S. § 53a-96
  - g. Riot in the first degree as specified under C.G.S. § 53a-175
  - h. Riot in the second degree as specified under C.G.S. § 53a-176
  - i. Inciting to riot as specified under C.G.S. § 53a-178
  - j. Stalking in the second degree as specified under C.G.S. § 53a-181d
3. You have a **MISDEMEANOR CONVICTION** in Connecticut for illegal possession of controlled or hallucinogenic substances, as specified under C.G.S. § 21a-279 on or after 10/1/2015
4. You are an unlawful user of or addicted to any controlled substance (as defined in the Controlled Substances Act (21 U.S.C. 801, et. seq.).
5. You were **CONVICTED** of a **MISDEMEANOR CRIME of DOMESTIC VIOLENCE**.  
This means an offense that (1) is a misdemeanor under federal or state law; and (2) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, or by a person with whom the victim shares a child in common, or by a person who is cohabiting with or who has cohabited with the victim or spouse, parent, or guardian, or by any person similarly situated to a spouse, parent or guardian of the victim.
6. You were discharged from custody within the preceding 20 years after having been found **NOT GUILTY OF A CRIME BY REASON OF MENTAL DISEASE OR DEFECT** pursuant to C.G.S. § 53a-13.
7. You were **CONFINED TO A HOSPITAL** for persons with psychiatric disabilities (C.G.S. § 17a-495) within the preceding sixty (60) months by order of a Probate Court.
8. You have been voluntarily admitted to a hospital for persons with psychiatric disabilities, within the preceding six (6) months for reasons other than solely for alcohol or drug dependence.
9. You are subject to a **RESTRAINING ORDER** or **PROTECTIVE ORDER** issued by a court after notice and an opportunity to be heard has been provided to you in a case involving the use, attempted use or threatened use of physical force against another person.
10. You are the subject of a court issued risk warrant to seize firearms pursuant to C.G.S. § 29-38c(d).
11. You are an **ILLEGAL ALIEN** in the United States.
12. You are **UNDER the AGE of 21 years**.
13. You have renounced your United States citizenship.
14. You have been discharged from the Armed Forces under a dishonorable condition.
15. You are prohibited by federal law, under 18 U.S.C. 922 (g) or (n).

Please mail in your renewal or direct any questions regarding your status to DESPP Headquarters, Special Licensing and Firearms Unit, located at 1111 Country Club Road, Middletown, Connecticut 06457-2389 or by telephone at (860) 685-8290. Hours of operation are Monday through Friday 8:30 am – 4:15 pm. **Please note all locations will be closed on State and Federal holidays. Troop locations may be closed during inclement weather.**

**Troop E** – Montville I-395 N (between exits 6 & 9) Montville, CT 06382, telephone 860-848-6539 –  
Tuesday, Wednesday, Friday, and Saturday 8 am – 12 pm and 12:30- 3:45 pm; Thursday 11 am – 2 pm and 2:30 – 6:45 pm.—**BY APPOINTMENT ONLY**

**Troop G** – Bridgeport, 149 Prospect Street, Bridgeport, Connecticut, 06604; telephone (203) 696-2532  
Tuesday, Wednesday, Friday, and Saturday 8 am – 12 pm and 12:30- 3:45 pm; Thursday 11 am – 2 pm and 2:30 – 6:45 pm.—**BY APPOINTMENT ONLY**

Current schedules, hours and directions can be found at [www.ct.gov/despp](http://www.ct.gov/despp) - click on Special Licensing and Firearms Unit link.

The Department of Emergency Services and Public Protection (DESPP) herein notifies the applicant that DESPP will be notified by the Department of Mental Health and Addiction Services if the applicant has been confined in a hospital for persons with psychiatric disabilities within the preceding sixty (60) months by order of Probate Court, or if the applicant has been voluntarily admitted to a hospital for persons with psychiatric disabilities within the preceding six (6) months for reasons other than solely for alcohol or drug dependence. DESPP will use this information in order to fulfill its statutory obligations under Connecticut General Statutes Sections 29-28, 29-36f.





STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE



Special Licensing and Firearms Unit

**PISTOL PERMIT/ELIGIBILITY CERTIFICATE APPLICATION**  
(Pursuant to C.G.S. §§ 29-28 et. seq., 29-36 et. seq., and 53a-217 et. seq.)

Before completing this application, it is suggested that you review the Connecticut General Statutes pertaining to firearms. These can be accessed on the Internet at [www.cga.ct.gov](http://www.cga.ct.gov), or through your local library.

**Type of Permit Requested:**

Check Box:

- ☐ 60 Day Temporary State Pistol Permit  
☐ Non-Resident State Pistol Permit  
☐ Eligibility Certificate to Purchase Pistols or Revolvers  
☐ Eligibility Certificate to Purchase Long Guns

**Instructions:**

Instructions for State Pistol Permits:	Instructions for Non-Resident State Pistol Permits:	Instructions for Eligibility Certificates to Purchase Pistols or Revolvers and/or Eligibility Certificates to Purchase Long Guns:
<p>1. Complete this form (DPS-799-C) and submit to appropriate local authority (local police, resident state trooper or first select person, as applicable) along with all of the following:</p> <ul style="list-style-type: none"><li>Firearms Safety &amp; Use Course Certificate;</li><li>\$70.00 fee, payable to the local authority; and</li><li>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.).</li></ul> <p>2. Fingerprints are required to process this application. Please contact your local law enforcement agency for further direction on the process for obtaining fingerprints.</p> <p>3. Upon approval, the local authority will issue a Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C), effective for 60 days.</p> <p>4. Within the 60 day period, go to a DESPP, Division of State Police, pistol permit location and submit the following:</p> <ul style="list-style-type: none"><li>The Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C) issued by the local authority;</li><li>A completed Application for State Permit to Carry Pistols and Revolvers (DPS-46-C);</li><li>\$70.00 fee, payable to <b>Treasurer, State of Connecticut</b>;</li><li>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.); and</li><li>Proof of valid state issued photo identification card.</li></ul> <p>5. Upon approval, your photograph will be taken at DESPP and you will be issued a state pistol permit.</p>	<p><b>**CALL DESPP FOR PACKET**</b> <i>You must hold a valid permit or license to carry a pistol or revolver issued by a recognized United States jurisdiction.</i></p>	<p><b>**CALL DESPP FOR PACKET**</b> <i>You must be 21 years of age to obtain a Pistol Eligibility Certificate. You must be 18 years of age to obtain a Long Gun Eligibility Certificate.</i></p>

For Department of Emergency Services and Public Protection (DESPP), Division of State Police, pistol permit locations, access [www.ct.gov/despp](http://www.ct.gov/despp) and follow the link to the Special Licensing and Firearms Unit or call (860) 685-8290. Note: All payments must be made with separate checks.

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**Contact / Identifying Information:**

**Name of Applicant**

\_\_\_\_\_, \_\_\_\_\_.  
Last Suffix

\_\_\_\_\_.  
First Middle Initial

**Provide all other names by which you have been known** (Maiden name, Aliases, Nicknames, etc.)  
(Attach additional sheet(s), if necessary)

**Date of Birth**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month/Day/Year

**Sex**

☐ F ☐ M  
☐ Unknown/Non-binary

**Height**

\_\_\_\_ Ft. \_\_\_\_ In.

**Weight**

\_\_\_\_ Lbs.

**Eye Color**

☐ Brown ☐ Blue ☐ Black  
☐ Green ☐ Gray ☐ Hazel

**Race**

☐ White ☐ American Indian/Alaskan Native ☐ Asian/Pacific Islander  
☐ Black ☐ Unknown/Other

**Hair Color**

☐ Brown ☐ Black ☐ Blonde ☐ Red  
☐ Gray ☐ White ☐ Bald

**Place of Birth**

\_\_\_\_\_, \_\_\_\_\_.  
City/Town State

**Social Security Number (Optional, but will help prevent misidentification)**

\_\_\_\_-\_\_\_\_-\_\_\_\_

**Country of Citizenship**

\_\_\_\_\_

**Alien Reg. Number (If applicable)**

\_\_\_\_\_

**Residential Address** (List street address. Post office box numbers are not acceptable)

\_\_\_\_\_

**Number/Street**

\_\_\_\_\_, \_\_\_\_\_.  
City/Town State Zip Code

**List Residential Addresses for the Last 7 Years** (Attach additional sheet(s), if necessary)

*\*Any subsequent changes of address must be reported within 48 hours to the Special Licensing and Firearms Unit*

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

**Mailing Address** (If different from current residential address above)

\_\_\_\_\_

**Number/Street**

\_\_\_\_\_, \_\_\_\_\_.  
City/Town State Zip Code

**Home Telephone Number**

(\_\_\_\_) \_\_\_\_-\_\_\_\_  
Area Code

**Motor Vehicle Operator's License Number**

\_\_\_\_\_.  
State of Issue

**Alternate Telephone Number**

(\_\_\_\_) \_\_\_\_-\_\_\_\_  
Area Code

**Email Address**

\_\_\_\_\_

**Employment History:**

**List Employers for the Last 7 Years** (Provide employer's name, address and telephone number)

(Attach additional sheet(s), if necessary)

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

**Permit or Eligibility Certificate History:**

**Have you had a firearms permit, permit application or eligibility certificate of any kind from ANY jurisdiction in the United States denied, suspended or revoked?** ☐ NO ☐ YES

If "YES," provide:

1. Identify the jurisdiction which issued the denial, suspension or revocation: \_\_\_\_\_
2. Date of denial, suspension or revocation: \_\_\_\_\_
3. The reason for the denial, suspension, or revocation: \_\_\_\_\_



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**Medical History:**

**Have you been confined in a hospital for mental illness in the past sixty (60) months by order of a Probate Court?** ☐NO ☐YES If "YES," explain: (Attach additional sheet(s), if necessary)

**Have you been discharged from custody within the past twenty years after having been found not guilty of a crime by reason of a mental disease or defect?** ☐NO ☐YES  
If "YES," explain: (Attach additional sheet(s), if necessary)

**Have you been voluntarily admitted to a hospital for mental illness within the past six (6) months for reasons other than solely for alcohol or drug dependence?** ☐NO ☐YES  
If "YES," explain: (Attach additional sheet(s), if necessary)

**Notice:** DESPP herein notifies the applicant that, pursuant to C.G.S. §§ 29-28 through 29-38b, DESPP will be notified by the Department of Mental Health and Addiction Services if the applicant has been confined to a hospital for psychiatric disabilities within the preceding sixty (60) months by order of Probate Court, or if the applicant has been voluntarily admitted to a hospital for mental illness within the past six (6) months for reasons other than solely for alcohol or drug dependence.

**Criminal History:**

**Have you ever been ARRESTED for any crime, in any jurisdiction?** ☐NO ☐YES If "YES," list all arrests, indicating charges, locations, dates of arrest and dispositions. (Attach additional sheet(s), if necessary)

**Notice:** You are **not** required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to C.G.S. §§46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. 46b-146), an adjudication as a youthful offender (C.G.S. 54-76o), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon (C.G.S. 54-142a).

*With regard to criminal history information arising from jurisdictions other than the State of Connecticut:* You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to the law of the other jurisdiction. Additionally, you are not required to disclose the existence of an arrest arising from another jurisdiction if you are permitted under the law of that jurisdiction to swear under oath that you have never been arrested.

**Have you ever been CONVICTED under the laws of this state, federal law or the laws of another jurisdiction?** ☐NO ☐YES If "YES," list all convictions, include charges, location, date of arrest, and disposition. (Attach additional sheet(s), if necessary)

**Are you currently on probation, parole, work release, in an alcohol and/or drug treatment program or other pre-trial diversionary program or currently released on personal recognizance, a written promise to appear or a bail bond for a pending court case?** ☐NO ☐YES If "YES," explain. (Attach additional sheet(s), if necessary)

**Within the past five (5) years, have you been the subject of a Protective Order or Restraining Order issued by a court in a case involving the use, attempted use or threatened use of physical force against another person, regardless of the outcome or result of any related criminal case?** ☐NO ☐YES

If "YES," which court issued the order?

**Military History:**

**Were you ever a member of the Armed Forces of the United States?** ☐NO ☐YES (If yes, please include a copy of your DD-214)

**Were you ever discharged from the Armed Forces of the United States with a less than Honorable Discharge?** ☐NO ☐YES

**STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
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**Proof of Training:**

*\*Attach a copy of the letter or certificate attesting that you have completed a course in the safety and use of pistols and revolvers or long guns (as appropriate, depending upon which permit or certificate you are requesting), signed by the instructor of the course.*

**Instructor:** (Check applicable box)

- ☐ **National Rifle Association**  
☐ **Department of Energy and Environmental Protection (DEEP)**  
☐ **Other:** \_\_\_\_\_

**State Instructor's Name and ID Number:** \_\_\_\_\_

**Declaration:**

I understand that any false statement herein, which I do not believe to be true and which is intended to mislead a public servant in the performance of his or her official function, is punishable by law (See CGS § 53a-157b). I further understand that any statement in this application that is determined to be false or inaccurate shall constitute grounds for the denial of such application. If approved before the facts are known, such approval shall be void if based on a false or inaccurate statement. My signature below attests to the accuracy, completeness and to the truth of all information supplied on this application:

I declare, under the penalties of false statement, that the answers to the above are true and correct.

Date \_\_\_\_\_

Signed \_\_\_\_\_

STATE OF \_\_\_\_\_

Print Name \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Name:

Notary Public

My Commission Expires:

Commissioner of Superior Court

**NOTICE: Appeal Process for Permits**

In the event that your application for pistol permit or eligibility certificate is denied or revoked, you may notify the Board of Firearm Permit Examiners, at 20 Trinity St., 5<sup>th</sup> Floor, Hartford, CT 06106. Telephone: (860)256-2977 OR (860) 256-2947, in writing, within ninety (90) days, in order to begin your appeal process. At a hearing before the Board, you may request that your application be reconsidered or that your permit or eligibility certificate be reinstated.

**For Official Use Only:**

**Application Received:**

□□/□□/□□□□  
Month/Day/Year

FBI Sent: ☐ No ☐ Yes  
FBI Reply: ☐ No ☐ Yes  
ICE Response: ☐ No ☐ Yes  
DMHAS: ☐ No ☐ Yes  
SPBI: ☐ No ☐ Yes  
Number: \_\_\_\_\_

**Application Status:**

☐ Approved ☐ Denied

\_\_\_\_\_  
(Signature and title of issuing authority)



## WETHERSFIELD POLICE DEPARTMENT

TO: Pistol Permit Applicants  
FROM: Rafael Medina III, Chief of Police  
SUBJECT: Procedures Regarding Pistol Permit Applications

The guidelines for obtaining both a local and state pistol permit are contained in **C.G.S., sec. 29-28, 29-28a, and 28-29.**

You are required to complete a handgun safety course, which must consist of no less than the NRA's "Basic Pistol Course," prior to submitting the application. The NRA's "Home Firearms Safety Course" and "First Steps Pistol Orientation Program" are **not** approved courses.

Live fire is also required. Computer-generated programs, dry fire, other simulated shooting tools, plastic bullets, air guns, or any other alternatives are **not** acceptable. Students must fire a semi-automatic pistol or revolver. Any questions should be referred to the "Special Licensing and Firearms Unit."

The NRA Home Firearm Safety Course is a 4-hour course designed to convey the skill, knowledge, and attitude to safely unload and store guns in the home and does live fire is not a part of this course.

Effective July 01, 2024, there is now a two-year expiration date on NRA certificates, and additional training is required. An affidavit needs to accompany the certificate as well.

It is our intention to issue permits to carry a pistol or revolver only to persons fully qualified. Please aid us in this regard by following, carefully, the steps included below:

**STEP NO.1:** Fill out, completely and accurately, the application for the permit. Any falsehoods, misrepresentations, or material omissions may be cause for rejection of the application. The applicant should completely read and understand the portion of the application that enumerates the laws concerning pistol permits. The application must be notarized in the appropriate section.  
*(Include a working (cell) phone number on the application).*

**STEP NO.2:** When your application is completed, go to the town website to schedule your fingerprint appointment (see the next page for the steps to complete that), then, come to the Wethersfield Police Department to be fingerprinted. At the time of your fingerprinting, you must submit (a) your completed application; (b) a check or money order in the amount of \$70.00 made payable to the 'Town of Wethersfield (or exact cash); (c) proof of citizenship (i.e.: birth certificate, or passport – not expired); (d) resident alien card or naturalization certificate if applicable; (e) if you are a member of the military we need a copy of your DD-14 form showing discharge status (we cannot process your application without it); (f) Valid Connecticut Residence Identification (i.e.: driver's license); (g) We do require proof of Residency in Town. Do you have a recent piece of mail addressed to you that you could bring?

**STEP NO.3:** You are required to furnish a letter or certificate within the last two years attesting to your competence with a handgun, signed by an NRA Certified Pistol Instructor or Police Firearms Instructor and it must accompany a Certificate of Completion.

**STEP NO.4:** Once your fingerprints, have been checked by the Wethersfield Police, the State Police, and the FBI, and your application file has been evaluated and it is determined that you are a suitable person, the Wethersfield Police Chief will issue you a Temporary State Pistol Permit. The permit is valid for sixty (60) days. *We will call you when it is ready to be picked up.*

**STEP NO.5:** Once you have obtained the temporary permit, you must, within sixty (60) days personally submit that to Connecticut State Police Headquarters to obtain the regular State permit that is good for five (5) years. If you do not go to the Connecticut State Police Headquarters within those sixty (60) days of obtaining your temporary permit you will be required to start the process over again.

**NOTE:**

Fingerprinting Hours Are Below - An appointment **MUST BE MADE IN ADVANCE ONLINE!**

Tuesday        9:00 am – 10:00 am

Thursday       1:00 pm – 2:00 pm

1. Go to the Town of Wethersfield website ([www.wethersfieldct.gov](http://www.wethersfieldct.gov))
2. Under Key Links (in blue on the right of the screen) select **Police**.
3. Under Additional Links (center of the screen) select **Services**.
4. Under Services, scroll down just passed the heading "Background Checks."  
Read the information in its entirety labeled "Attention Individuals Seeking Fingerprint Services." Pay the state their portion on the *flex check* link, take note of the code required, then you may go back to the town website and click the bold wording that says "Book an Appointment." You will receive a confirmation email.





**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**  
**DIVISION OF STATE POLICE**  
**Special Licensing & Firearms Unit**



TO: Connecticut Firearms Instructors

FROM: DESPP-Special Licensing & Firearms Unit

DATE: September 26, 2023

RE: New Legislative Requirements

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As part of the passage of Public Act 23-53, there is a new requirement for the training portion of the pistol permit application process that goes into effect October 1, 2023 but does not affect anyone applying until July 1, 2024.

Anyone who has previously had their lesson plan approved by DESPP will need to resubmit that lesson plan to show their course of instruction includes "the state law requirements pertaining to safe storage in the home and in vehicles, lawful use of firearms and lawful carrying of firearms in public." You will also need to submit a list of instructors who will be teaching that class (First Name/Last Name/Pistol Permit #). Even if you believe your previously approved lesson plan included this, you will need to resubmit a copy to SLFU.

For any course submitted by October 1, 2023, you will receive notification of acceptance or denial by July 1, 2024.

Just a reminder, please include all relevant pieces of your curriculum.

- A full detailed lesson plan to include above listed changes (this does not mean PowerPoint only)
  - Course itinerary or outline (showing the breakdown of hours in the course)
  - All student materials or handouts (include a copy of student certificate)
  - Written exams to be given (including exam answers)
  - Instructor Credentials (any and all applicable)
  - Expectations of students to pass (including live fire requirements)

You can either mail or hand deliver your lesson plan to:

**CT STATE POLICE—SLFU**

Attn: Sgt Fahey or Sgt. Maurice  
1111 Country Club Road  
Middletown, CT 06457

Please make sure to include the completed information form (attached to this memo) for our internal tracking purposes, and in case we need to contact you for clarification or questions. This will also be who/where the letter of approval or denial gets sent to.

If you are teaching the NRA course, the current accepted course is the "Basics of Pistol Shooting". We are currently evaluating NRA lesson plans to determine what course will now be accepted and will provide further guidance when we complete our review.

Firearms/Permits:(860) 685-8290 - Special Licensing:(860) 685-8160 - Fax:(860) 685-8496  
1111 Country Club Road  
Middletown, CT 06457

*An Affirmative Action/Equal Employment Opportunity Employer*



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**  
**DIVISION OF STATE POLICE**  
**Special Licensing & Firearms Unit**



TO: Connecticut NRA Basics of Pistol Shooting Instructors  
FROM: Department of Emergency Services and Public Protection ("DESPP")  
DATE: March 18, 2024  
RE: NRA Instructors -- New Legislative Requirements

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The NRA Basics of Pistol Shooting, which includes a live fire component, has previously been an accepted instructional method to satisfy General Statutes § 29-28 when applying for a pistol permit. However, Public Act 23-53, which was effective on October 1, 2023, has created new requirements for the training portion of the pistol permit application process and will affect anyone applying on or after July 1, 2024. Public Act 23-53 not only puts a two-year expiration date on training certificates, but it also mandates instruction on state law requirements pertaining to: 1) safe storage in the home and in vehicles; 2) lawful use of firearms; and 3) lawful carrying of firearms in public.

The NRA Basics of Pistol Shooting, which met the previous standard to obtain a pistol permit, will continue to be accepted after July 1, 2024. However, in order to satisfy Public Act 23-53, additional training will be required. To that end, DESPP will provide a standardized lesson plan addressing the new mandated requirements, which must be taught in conjunction with the NRA Basics of Pistol Shooting course. Along with that plan, DESPP will also provide an addendum, which must be signed by both the instructor and the student, acknowledging that the additional training was taught. That addendum must accompany the applicants' NRA Basics of Pistol Shooting Certificate of Completion in their application to the local issuing authorities. The local issuing authorities will be instructed not to accept an application without this signed addendum after July 1, 2024.

DESPP will post the lesson plan as well as the addendum on our website as soon as they are completed. We appreciate your patience and understanding as we navigate through these new mandates designed to make the citizens of Connecticut more cognizant of firearm laws and safe practices.

General: (860) 685-8290 Special Licensing: (860) 685-8160 Fax: (860) 685-8496  
1111 Country Club Road  
Middletown, CT 06457  
[www.ct.gov/despp](http://www.ct.gov/despp)

*An Affirmative Action/Equal Opportunity Employer*



Requesting Entity: \_\_\_\_\_

## FBI Privacy Act Statement

**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

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

SIGNATURE	DATE
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This document must be retained by the Entity.



# Noncriminal Justice Applicant's Privacy Rights

CT0015900 (PD)  
WETHERSFIELD, CT

Requesting Entity: \_\_\_\_\_

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. **All notices must be provided to you in writing.**<sup>1</sup> 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), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.<sup>2</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- 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 FBI criminal history record.
- 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> and <https://www.edo.cjis.gov>.
- 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 by submitting a request via <https://www.edo.cjis.gov>. 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.)
- 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>3</sup>

Updated 11/6/2019

If you need additional information or assistance, please contact:

<b>Connecticut Records:</b> Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	<b>Out-of-State Records:</b> Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
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SIGNATURE	DATE
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This document must be retained by the Entity.

<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) and 906.2(d).



# PUBLIC LIST OF BASIC PISTOL PERMIT INSTRUCTORS

COMPANY NAME	LEAD INSTRUCTORS NAME	TOWN	PHONE	EMAIL ADDRESS
13th Juror LLC	Reginald Allard	Southington	860-621-1013	<a href="mailto:13thjuror@cox.net">13thjuror@cox.net</a>
Alix, Peter	Alix, Peter	South Windsor		
Bridgeport Shooting Range	Paul E. Smith **	Bridgeport	203-330-9772	<a href="mailto:info@bridgeportshootingrange.com">info@bridgeportshootingrange.com</a>
John Bunce	John Bunce	Waterford	860-910-0430	<a href="mailto:jbunceiii@gmail.com">jbunceiii@gmail.com</a>
Robert Canto	Robert Canto	Farmington	860-883-5903	
Chamber Ready LLC	Otis Baskins	Middlebury	203-560-0997	<a href="mailto:ChamberReadyLLC@yahoo.com">ChamberReadyLLC@yahoo.com</a>
Connecticut Firearms Safety LLC	Angelo Appi	North Haven	203-239-7582	<a href="mailto:angeloppi@sbcglobal.net">angeloppi@sbcglobal.net</a>
Connecticut Firearms Training LLC	William Reed**	New Milford	203-748-4867	<a href="mailto:williamreed@connecticutfirearmstraining.com">williamreed@connecticutfirearmstraining.com</a>
Eastern Ct Firearms LLC	Robert Guest	Uncasville	860-227-5821	<a href="mailto:robguest00@gmail.com">robguest00@gmail.com</a>
-Gunsensei	Peter Tanaka **	Willington	860-429-9777	<a href="mailto:info.gunsensei@gmail.com">info.gunsensei@gmail.com</a>
HF LearnSafety Firearm & Security Training Center	Herbert Furhman	New Milford	203-947-4327	<a href="mailto:learnsafety@gmail.com">learnsafety@gmail.com</a>
James Dimmock	James Dimmock	Waterford		<a href="mailto:jamesdimmock@gmail.com">jamesdimmock@gmail.com</a>
Jerry's Firearms	Gerald J Peters	Colebrook	860-379-5829	<a href="mailto:jpeters5829@charter.net">jpeters5829@charter.net</a>
Brendan Lundt	Brendan Lundt**	Higganum	n/a	<a href="mailto:BPLUNDT@yahoo.com">BPLUNDT@yahoo.com</a>
Tina Perrone	Tina Perrone	Bantam	203-228-7621	<a href="mailto:tmpk9bruno@yahoo.com">tmpk9bruno@yahoo.com</a>
Majeed Guns and Firearms School, LLC	Daniel M. Majeed**	Branford	203-887-8368	<a href="mailto:danielmmaieed@gmail.com">danielmmaieed@gmail.com</a>
Northwest Ct Firearms Training	Steven Pyskaty	East Granby	860-837-4911	<a href="mailto:steve@northwestctfirearmstraining.com">steve@northwestctfirearmstraining.com</a>
Stanley Parizo Jr	Stanley Parizo Jr	Willimantic	m/a	<a href="mailto:wpd271@hotmail.com">wpd271@hotmail.com</a>
Prepare to Act LLC	Chris Marciano**	Watertown	860-556-2086	<a href="mailto:chris.marciano@preparetoact.com">chris.marciano@preparetoact.com</a>
Joseph Proto	Joseph Proto	East Haven	203-893-1722	<a href="mailto:jpdchi@gmail.com">jpdchi@gmail.com</a>
RTC Training Center	Russell Hehn **	Bethany	203-231-2782	<a href="mailto:info@rtcfirearmstraining.com">info@rtcfirearmstraining.com</a>
S.A.F.E. Shooting & Firearm Educators NRA Instructor Network	All Certified Instructors **			
Shooting Disciplines	Brent Thompson**	CT Statewide		<a href="mailto:go2safe@gmail.com">go2safe@gmail.com</a>
Anthony Signore	Anthony Signore	CT/MA Statewide	860-204-7232	<a href="mailto:brent@shootingdisciplines.com">brent@shootingdisciplines.com</a>
George Slaiby	George Slaiby	Redding	203-515-8073	<a href="mailto:siggysgear.com">siggysgear.com</a>
Tactical Countermeasures Group	Jimmy Guerrero	Southbury	860-601-2395	<a href="mailto:GJSlaibySPD@yahoo.com">GJSlaibySPD@yahoo.com</a>
USCCA	National Organization **	New Britain	860-982-0241	<a href="mailto:info@tact1.net">info@tact1.net</a>
Concealed Carry Assoc		CT Statewide	877-677-1919	<a href="https://www.usconcealedcarry.com/training/">https://www.usconcealedcarry.com/training/</a>
VR Progressive Firearms	Leslie Richardson	South Windsor	860-205-5213	<a href="mailto:LesVRfighter@yahoo.com">LesVRfighter@yahoo.com</a>
West Hill Pistol Training	Robert D. Soule Jr	New Hartford	860-379-7803	<a href="http://westhillpistoltraining.com/">http://westhillpistoltraining.com/</a>
Western Tactical and Security LLC	Christopher Rehnberg	New Milford	203-770-1980	<a href="mailto:westtacksec@gmail.com">westtacksec@gmail.com</a>

\*\*Indicates more than one instructor

NOTE: not all certified instructors choose to be listed