



234<sup>th</sup>

# TOWN OF VERNON

## DEPARTMENT OF POLICE

725 HARTFORD TURNPIKE  
VERNON, CONNECTICUT 06066



Phone (860) 872-9126

Fax: (860) 872-7249

James L. Kenny  
Chief of Police

### NOTICE TO APPLICANTS FOR TEMPORARY PISTOL PERMITS

**Please read and follow these instructions carefully in order to avoid unnecessary delays in processing your application...also check our website at <http://www.vernonctpolice.org/> prior to submitting your application as fees and requirements are periodically subject to change. For your convenience, a checklist of requirements appears on the reverse side.**

Complete the application form (SP-799-C) in its entirety. *Please note that you must have your signature properly notarized before returning your application to the Vernon Police Department.*

Read and sign the attached **FBI Privacy Act Statement** and **Noncriminal Justice Applicant's Privacy Rights** forms and submit with your application.

In addition to the application form, you must provide:

- Application fee payable by Money Order or Bank Check in the amount of \$70.00, payable to the "**Town of Vernon**". *(Refunded if permit denied)*  
... and photo copies of:
- Proof of legal residency in the United States (Birth Certificate or United States Passport, or, when applicable, your Naturalization Papers or Alien Resident Card)
- Evidence of successful completion of a pistol/revolver safety course approved by the Department of Emergency Services and Public Protection.\*
- Independently verifiable photo identification (Driver's License or State ID Card).
- DD-214 if you were ever a member of the armed forces.

*\*Refer online to DESPP / Special Licensing & Firearms / State Pistol Permit*

- You will be required to submit to fingerprinting. Fingerprinting services are available at the Vernon Police Department on **Tuesdays from 11:00 A.M. to 12:00 P.M. and Wednesdays from 4:30 P.M. to 6:30 P.M.** Fingerprints are taken with a digital scanner and are submitted electronically to the State Police and FBI for a records check. The fee for fingerprinting is \$15.00, payable in cash or by Bank Check or Money Order made payable to the "**Town of Vernon**". In addition, submit a Bank Check or Money Order in the amount of \$87.00 made payable to "**Vernon Police Department** to cover the processing fees charged by the State and the FBI (*non-refundable*) (**NOTE: Effective January 1, 2019, this fee will increase to \$88.25**). *If you elect to be fingerprinted elsewhere and present a fingerprint card with your application, please contact our Records Department beforehand as the method of payment is different.*

The normal processing time for pistol permit applications is six (6) to eight (8) weeks. You will receive notification by mail of the results of your application. *If your application is denied you may file a written appeal to the Board of Firearm Permit Examiners: 505 Hudson St, 5<sup>th</sup> Floor, Hartford CT, 06106, (860)566-7078, or (800)996-7078*

**WE DO NOT ACCEPT PERSONAL CHECKS**

Updated 09/19/2018

## **APPLICATION FOR A TEMPORARY STATE PISTOL PERMIT**

### CHECKLIST:

- Application form (SP-799-C) completed and notarized\*
- Signed copy of FBI Privacy Act Statement form
- Signed copy of Noncriminal Justice Applicant's Privacy Rights form
- Copy of U.S. birth certificate or U.S. Passport or Naturalization Papers or Alien Registration Card as applicable (*proof of legal residency*)
- Copy of verifiable photo identification (*i.e. Driver's License or State ID Card*)
- Copy of Pistol/Revolver safety course completion
- Copy of Form DD-214 if you served as a member of the U.S. armed forces
- \$70.00** Bank Check or Money Order, payable to the **Town of Vernon**  
(*application fee*)
- \$15.00** cash or Bank Check/Money Order payable to the **Vernon Police Department** (*fingerprinting fee*)
- \$87.00** Bank Check or Money Order payable to the **Vernon Police Department** - **NOTE: Effective January 1, 2019 this fee will increase to \$88.25** (*State & FBI fingerprint background check fee*)

*\*Your application must be signed in the presence of the Notary; the Notary must indicate the expiration date of his/her Commission.*

**Fees and requirements are periodically subject to change...for the most up-to-date information, please check our website at <http://www.vernonctpolice.org> or call our Records Department (860) 872-9126.**



**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. Submit fingerprints for a criminal history check through a law enforcement agency. Fees include a \$75.00 fee and a \$12.00 fee, payable at the agency where the prints are taken. Fees must be paid by separate checks.</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, <i>your photograph will be taken at DESPP and you will be issued a state pistol permit.</i></p>	<p align="center"><b>**CALL DESPP FOR PACKET**</b> <b><i>You must hold a valid permit or license to carry a pistol or revolver issued by a recognized United States jurisdiction.</i></b></p> <p>Complete this form and submit to DESPP, Division of State Police, pistol permit location along with all of the following:</p> <ul style="list-style-type: none"> <li>▪ Completed State of CT and Federal fingerprint card with \$75.00 fee and \$12.00 fee, payable to <b>Treasurer, State of Connecticut</b> for criminal history background checks;</li> <li>▪ Firearms Safety &amp; Use Course Certificate;</li> <li>▪ \$70.00 fee, payable to <b>Treasurer, State of Connecticut</b>;</li> <li>▪ Completed Application for State Permit to Carry Pistols and Revolvers form (DPS-46-C);</li> <li>▪ Completed DPS-129-C signed and notarized and 2x2 color photograph (passport style);</li> <li>▪ Copy of the permit or license to carry a pistol or revolver issued to you by a recognized United States jurisdiction;</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><b>Out of State Pistol Permit Information:</b> State of Issue: _____ Expiration Date: _____ Permit Number: _____</p>	<p>1. Complete this form and submit in person at DESPP Headquarters, Division of State Police, located at 1111 Country Club Road, Middletown, Connecticut along with the below:</p> <ul style="list-style-type: none"> <li>▪ Firearms Safety &amp; Use Course Certificate;</li> <li>▪ \$35.00 fee, payable to <b>Treasurer, State of Connecticut</b>;</li> <li>▪ Application for a State Eligibility Certificate for a Pistol or Revolver or for Long Guns (DPS-164-C);</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>2. Submit fingerprints for a criminal history check through a law enforcement agency. Fees include a \$75.00 fee and a \$12.00 fee, payable at the agency where the prints are taken. Fees must be paid by separate checks.</p> <p>3. Upon approval, your photograph will be taken at DESPP and you will be issued an eligibility certificate.</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.**

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

<b>Contact / Identifying Information:</b>				
<b>Name of Applicant</b>				
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="text"/> Last <input type="text"/> First                 </div> <div style="width: 15%; text-align: center;"> <input type="text"/> Suffix <input type="text"/> Middle Initial                 </div> </div>				
Provide all other names by which you have been known (Maiden name, Aliases, Nicknames, etc.) (Attach additional sheet(s), if necessary)				
Date of Birth <input type="text"/> Month/Day/Year	Sex <input type="checkbox"/> F <input type="checkbox"/> M	Height <input type="text"/> Ft. <input type="text"/> In.	Weight <input type="text"/> Lbs.	Eye Color <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Hazel
Race <input type="checkbox"/> White <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Unknown <input type="checkbox"/> Other			Hair Color <input type="checkbox"/> Brown <input type="checkbox"/> Black <input type="checkbox"/> Blonde <input type="checkbox"/> Red <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Bald	
Place of Birth <input type="text"/> City/Town			Social Security Number (Optional, but will help prevent misidentification) <input type="text"/> - <input type="text"/> - <input type="text"/>	
Country of Citizenship <input type="text"/>			Alien Reg. Number (If applicable) <input type="text"/>	
Residential Address (List street address. Post office box numbers are not acceptable) <input type="text"/> Number/Street <input type="text"/> City/Town				
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">State</div> <div style="width: 35%;">Zip Code</div> </div>				
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) <input type="text"/> Number/Street <input type="text"/> City/Town				
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">State</div> <div style="width: 35%;">Zip Code</div> </div>				
Home Telephone Number ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Area Code		Motor Vehicle Operator's License Number <input type="text"/> State of Issue <input type="text"/>		
Alternate Telephone Number ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Area Code				
<b>Employment History:</b>				
List Employers for the Last 7 Years (Provide employer's name, address and telephone number) (Attach additional sheet(s), if necessary)				
1. _____				
2. _____				
<b>Permit or Eligibility Certificate History:</b>				
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? <input type="checkbox"/> NO <input type="checkbox"/> 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: _____				

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

**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  
DIVISION OF STATE POLICE**

**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 \_\_\_\_\_

COUNTY OF \_\_\_\_\_ Print Name \_\_\_\_\_

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)

# 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:** \_\_\_\_\_

## 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> <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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**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(e); 28 CFR 20.21(c), 20.33(d) and 906.2(d).