



234<sup>th</sup>

**TOWN OF VERNON**  
**DEPARTMENT OF POLICE**  
725 HARTFORD TURNPIKE  
VERNON, CONNECTICUT 06066



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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...***

Complete the application form (SP-799-C). Please note that you must have your signature properly **notarized before returning your application to the Vernon Police Department**; this requires that you sign the application **in the presence of the NOTARY**, and the date of your signature must match that of the notary's. The Notary must also indicate the **date that his or her commission expires** on the application form.

In addition to the application form, you must present **PHOTO COPIES** of

- Your **BIRTH CERTIFICATE**, and when applicable, your **Naturalization Papers or Alien Resident Card**
- **Evidence of successful completion of an approved pistol/revolver safety course**. This includes, but is not limited to, courses offered by law enforcement agencies and instructors certified by the National Rifle Association or Department of Environmental Protection. The only State approved NRA course is the **"Basic Pistol Course"**. All training must include live fire of a semi-automatic pistol or revolver.
- **Independently verifiable photo identification (Driver's License or State ID Card)**.
- **DD-214 if you were ever a member of the armed forces.**

Resident and mailing address must be provided. Please include apartment number, suite number, floor number or building number on the address line if part of your address. Include PO Box number, in addition to your street address if you have one.

You will be required to submit to fingerprinting. Fingerprints will be taken with a digital scanner and will be submitted electronically to the State Police and FBI for a records check. Fingerprinting at the Vernon Police Department is available on **Tuesdays from 11:00 A.M. to 12:00 P.M. and Wednesdays from 4:30 P.M. to 6:00 P.M. BY APPOINTMENT ONLY**. The fee for fingerprinting is **\$20.00**, payable by Bank Check, Money Order or Cash made payable to the **"Town of Vernon"** (**Personal Checks Not Accepted**).

**The following fees apply as of January 1, 2020:**

- Bank Check or Money Order in the amount of **\$88.25** made payable to **"Vernon Police Department"**. **PERSONAL CHECKS NOT ACCEPTED**. This fee covers the cost of the fingerprint checks through the State and the FBI.
- Personal check, money order, or bank check in the amount of **\$70.00** made payable to the **"Town of Vernon"**. Refunded if permit denied.

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.

**The application will not be accepted unless all documents are present. When turning in the application, you keep the inserts. They contain information that you may need at a future date.**

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

Updated 09/29/2020