



# Putnam Police Department

## Pistol Permit Application Checklist

### **\*FOR PUTNAM SPECIAL SERVICE DISTRICT RESIDENTS ONLY\***

Please complete this entire checklist and submit it with your complete application packet at the time you come to the police department for fingerprinting. **Incomplete application packets will not be processed.** Do not schedule your fingerprinting appointment until your entire application packet is ready for submission.

- You must be a U.S. Citizen/provide proof of naturalization.
- You must be a resident of the Putnam Special Services District.
- You must never have been convicted of a felony or misdemeanor Domestic Violence crime.
- You must be at least 21 years of age.
- You must submit a copy of firearms safety course certificate taken within 2 years of date of application.
- You must submit a copy of the Certificate of Completion for training in conformance with P.A. 23-53
- You must submit a copy of your birth certificate OR passport OR documentation of permanent residence from the U.S. Citizenship & Immigration Services; OR a Non-Immigrant Visa with a hunting license exception.
- You must submit a copy of you CT drivers license or CT State issued Identification card.
- You must submit copies of any current out of state permits.
- You must complete all questions and submit the notarized (page 4) State Application (Form DPS-799-C)
  - \*You must submit a copy of DD-214 if you were ever a member of the U.S. Armed Forces.
- You **must submit a check or money order** made payable to the "Putnam Police Department" for **\$70.00**
- Prior** to making fingerprinting appointment, you must pre-enroll in the CT Criminal History Request System (CCHRS) at: <https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/> | **Service Code: 3E1F-9823**

**After completing the pre-enrollment steps, a confirmation screen will appear confirming the registration including your Applicant Tracking Number. This Applicant Tracking Number MUST be printed and brought with you to your fingerprinting appointment.**

- Once pre-enrolled, you **must schedule an appointment to have your fingerprints taken.**  
***\*\*\*You MUST print and bring your Applicant Tracking Number with you to your fingerprinting appointment.\*\*\****