



# 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.
  - You must be at least 21 years of age.
  - You must submit a copy of firearms safety course certificate.
  - You must submit a copy of your birth certificate.
  - You must submit a copy of a government issued ID or passport.
  - 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.\*\*\***