

# BERLIN POLICE DEPARTMENT

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## TEMPORARY PISTOL PERMIT APPLICANT:

1. **Application:** You may obtain an application from our Records Division or from the website of the Connecticut Department of Emergency Services and Public Protection at:  
<https://portal.ct.gov/-/media/DESPP/CSP/files/DPS-799-C.pdf>

Please fill out the application completely and make sure the **completed application is notarized prior to your interview appointment.**

2. **Proficiency:** You must obtain a certificate showing that you have completed an approved course in handgun use and safety under an instructor certified by the NRA or the State of Connecticut.
3. **Fees:** Please prepare a check or money order for \$70.00 payable to the Berlin Police Department. This is the fee for the temporary permit.
4. **Proof that you are legally and lawfully in the United States:** You will need to provide an original certified copy of your birth certificate, your U.S. Passport, or documentation issued by Immigration and Customs Enforcement (I.C.E.)
5. **Interview:** Applicants are interviewed by Officer Cathy Griffin. Interview appointments can be scheduled online through the Berlin Police Department website under the "services" tab or by following the following link:

<https://app.acuityscheduling.com/schedule.php?owner=17054900>

Please bring the items described in 1, 2, 3, 4, and 5 (if applicable) to the interview.

6. **Fingerprints:** Your fingerprints will be taken after the interview. Prior to your interview, you **MUST** pre-enroll and pay the fingerprint fee on the Flexcheck website using the link and service code provided in the appointment confirmation email. You **MUST** provide the transaction number from Flexcheck or we **WILL NOT** be able to process your fingerprints.

7. **Background Investigation:** The Berlin Police Department and the FBI check the history of each applicant to determine eligibility to carry a handgun. State and federal law list events which will disqualify a person from possessing handguns, but an applicant may be rejected for other reasons, such as history of intoxication or mental illness, that may call into question the applicant's suitability to possess handguns.
  
8. **Issuance of Temporary Permit:** When the background investigation is complete, we will notify you via U.S. Mail. If the permit application is approved, you may receive it at the Records Division window during normal business hours. The temporary permit allows you to carry a handgun anywhere in the state, and is valid for sixty (60) days from the date of issue. If the permit application is denied, the permit application fees will not be returned.
  
9. **Issuance of State Permit:** Within sixty (60) days from the issuance of the temporary permit, you must appear in person at Connecticut State Police Headquarters, 1111 Country Club Road, Middletown, CT to be issued a state pistol permit. Information regarding the state permit will be provided with your temporary permit and is available on the DESPP Special Licensing and Firearms website at the following link:

<https://portal.ct.gov/DESPP/Division-of-State-Police/Special-Licensing-and-Firearms/Announcement-for-New-Pistol-Permit-Applicants-Only-20210422>