

**DEPARTMENT OF POLICE
195 FRENCH STREET
WATERTOWN, CT 06795
TELEPHONE (860)945-5200**

*John C. Gavallas
Chief of Police*

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Deputy Chief*

**INSTRUCTIONS OF APPLYING FOR A TEMPORARY
STATE PISTOL PERMIT**

Step 1

1. A **completed, notarized** application. (All applicants must be 21 years of age).
2. **Proof of Citizenship** – copy of Driver’s License, State ID Card, Birth Certificate, Passport, or Naturalization Papers. **Two (2) items are required and One (1) MUST have a current photo.**
3. **Certificate verifying NRA “Basic Pistol Course” from a certified NRA instructor.** The NRA’s “Home Firearms Safety Course” and “First Steps Pistol Orientation Program” **ARE NOT** approved courses. Applicants **MUST live fire** a semi-automatic pistol or revolver. Instructor’s current certification number and expiration date **MUST BE** on the certificate.
4. **Completed fingerprint card.** Fingerprinting for a Temporary State Pistol Permit is done on Tuesdays from 3:10pm to 3:25pm, and Wednesdays from 8:30am to 8:45am by *appointment only*. For an appointment, call 860-945-5216, the Records Division, Monday through Friday, between the hours of 8:00am and 5:00pm.
5. A **check** or **money order** for **\$74.75** made payable to the **Watertown Police Department**, for the fingerprint fee and to conduct a mandated Federal & State Criminal Background Record Check.
6. A **Completed** Background Check Release Form (*if you have resided in Watertown and/or Oakville for less than 7 years*).

Step 2

1. The applicant will be responsible for providing a **completed application package** (described above), when coming in for your fingerprint appointment.
2. You will be notified when your Temporary State Pistol Permit is ready to be picked up at the Watertown Police Department, Records Division. At that time, we will require **\$70.00** cash or personal check made out to the Watertown Police Department.
3. You will then have 60 days to bring this Temporary Pistol Permit to a Department of Public Safety office. (a list of locations will be provided). DPS will require a **\$70.00 check** or **money order** at that time.

PLEASE NOTE: YOUR TEMPORARY STATE PISTOL PERMIT IS ONLY VALID FOR 60 DAYS AND CAN NOT BE RENEWED.