

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

*John C. Gavallas  
Chief of Police*

*Robert J. Desena  
Deputy Chief*

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

***Step 1-***

**All completed paperwork for your temporary pistol permit will be turned in the day you are fingerprinted.**

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 **MUST BE** on the certificate.
4. A **check** or **money order** for **\$97.00** payable to the **Watertown Police Department**, for Fingerprinting, Federal and State Criminal Background Checks.
5. **Fingerprinting** for a Temporary State Pistol Permit is done on Tuesdays from 1:00 pm to 1:25 pm, and Wednesdays from 8:30am to 8:50 am by ***appointment only***. For an appointment, call 860-945-5216, the Records Division, Monday through Friday, between the hours of 8:00am and 4:00pm.

***Step 2-***

1. **You will be notified (called)** 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.
2. **You will then have 60 days from the day of issue (will we supply information needed)** to bring your Temporary Pistol Permit to a Department of Public Safety office and received your 5 (five) year state permit.