

# TOWN OF WILLINGTON

## 60-DAY TEMPORARY STATE PISTOL PERMIT

### APPLICATION INSTRUCTIONS

**1. You must be at least 21 years of age and a resident\* (\*proof of residency is required – i.e.: copy of tax bill is acceptable) in the Town of Willington. We do not issue permits to college students with a temporary address. You must apply for a permit through your hometown.**

**2. Go to <https://ct.flexcheck.us.idemia.io/cchrspreenroll> and fill out the pre-registration form (please contact the Selectmen's Office for the Town Code that will be needed to register). Must print the barcode confirmation page. Must be done before fingerprints! PLEASE DO NOT SHARE THE TOWN CODE WITH OTHERS.**

**3. Fingerprints can be done at any local or \*State Police Station (\*locations are listed at the bottom of this sheet). Call ahead for their schedule. Please note that the Police Department may charge you to have fingerprints taken. This is in addition to the fees listed below.**

**4. The application must be notarized.** (Notaries are available at the Town Office Building for a \$5.00 fee.)

**5. Once all of the above is completed, please call the Selectmen's office (860-487-3100) to make an appointment to process your 60-Day Temporary State Pistol Permit.**

At the appointment, you must bring the following:

- 1 certified bank, money order or personal check in the amount of \$70.00 (or \$75.00, if notarizing the application in-house), payable to "Town of Willington"
- A certified copy (with raised seal) of your Birth Certificate (a photocopy will be taken of the document and returned to you immediately) OR a current U.S. Passport.
- Proof of Training – NRA certificate \*The course of instruction must consist of no less than the NRA (National Rifle Association) Basic Pistol Course – if you have any questions about the approved courses, please contact the State Police Special Licensing/Firearms Unit: 860-685-8160.

**Note: The background check process usually takes between 6 – 8 weeks.**

If your application is approved, (once you have received clearance from the State Police and FBI), the Selectmen's Office will contact you and you can then pick up your temporary state pistol permit. Once signed, it is **valid for 60 days** and cannot be renewed. To apply for a new State Permit at the Department of Public Safety, you must make an appointment through the website [WWW.CT.GOV/DESPP](http://WWW.CT.GOV/DESPP). At DPS, the applicant will:

- Surrender the valid 60-day temporary State of CT permit.
- Present a personal check or money order (no cash) for \$70.00 made payable to DPS.
- Present a CT Driver's license or CT identification card.
- Present Proof of Citizenship – Birth Certificate, U.S. Passport, Naturalization Papers
- \*Legal Resident Aliens must provide Alien Registration Number/Green Card.

*You must re-apply to the Town of Willington if your permit has expired without obtaining a state permit.*

### Department of Public Safety Processing Locations:

**\*DPS Headquarters:**  
1111 Country Club Road  
Middletown, CT 06457  
(860) 685-8494

**\*Troop C – Montville**  
I-395 (between exits 79 & 79A)  
Montville, CT 06382  
(860) 848-6539

**\*Troop G - Bridgeport**  
149 Prospect Street  
Bridgeport, CT 06604  
860-575-6330

**Troop C – Tolland**  
1320 Tolland Stage Road  
Tolland, CT 06084  
(860) 896-3200

**Troop L – Litchfield**  
452 Bantam Rd.  
Litchfield, CT 06759  
(860) 567-6814