

## Town of New Hartford **Pistol Permit Process**

It is necessary for you to attend and complete a Firearms Training course. A training certificate is provided at the end of the completion of the class. You will need to keep the original of the certificate for your personal records; a copy will need to be submitted with your completed pistol permit application.

To begin the process, obtain and complete a **Pistol Permit Application** – be sure to have your signature notarized (back page of the application).

You will need **2 separate Bank Checks or Money Orders** (no personal checks) issued to “**Treasurer – State of CT**” One check in the amount of **\$12.00** (Federal fingerprint fee) and the second check in the amount of **\$50.00** (State fingerprint fee). These are fees associated with the background check necessary for approval of a permit. These fees go the State, not the Town. REPEAT -- NO PERSONAL CHECKS

When you have completed your application and have the required checks, call Christine at Town Hall at 860-379-3389 to set up a fingerprint appointment.

Arrive at the New Hartford Police Department (located in Town Hall) on the day of your fingerprint appointment with the following:

- Notarized, completed Pistol Permit Application
- 2 Bank Checks or money orders -- \$12.00 and \$50.00 made payable to Treasurer, State of CT
- Driver’s License or Birth Certificate
- \$15.00 exact cash or personal check in the amount of \$15.00 (payable to Town of New Hartford) for local fingerprint fee.

Your pistol permit application will be sent to the State of Connecticut Department of Emergency Services and Public Protection for processing by the State. This can take several weeks. Please note that you will receive a phone call from the Town of New Hartford when your temporary pistol permit has been processed and is ready to be picked up.

A **temporary pistol permit** (valid for 60 days) will be issued from the Town of New Hartford. A payment of **\$70.00 (exact cash or personal check made payable to Town of New Hartford)** is required at the time of pick-up. At that time you will be given instructions as to getting your State Permit (valid for 5 years). The State permit will require an additional fee of \$70.00 payable to Treasurer, State of CT (exact cash or personal check).