

Town of Putnam  
Mayor's Office  
126 Church Street  
Putnam, CT 06260  
(860) 963-6800 - phone  
(860) 963-6814 - fax



## INSTRUCTIONS TO PISTOL PERMIT APPLICANTS

1. In order to receive a pistol permit, you must meet the following requirements:

- a. You must be a U.S. Citizen
- b. You must not have ever been convicted of a Felony
- c. You must be 21 years of age
- d. You must intend to use the pistol or revolver for lawful use only
- e. You must be fingerprinted for both State and Federal checks

2. Applicable fees

- a. Fingerprint processing has three fees:
  1. Obtaining your prints - \$20.00 Putnam Police Department Church St.
  2. State of Connecticut background check - \$50.00
  3. FBI background check - \$14.75

Go to the Putnam Police Department and let them know that you are there for your fingerprints and you need them sent through AFIS. You will need one cashier's check or money order in the amount of \$84.75 made payable to the ***Putnam Police Department***. Should you obtain your prints at another police department, You will need to submit a cashier's check or money order in the amount of \$64.75 made payable to the ***Putnam Police Department***.

### ***YOU MUST LET THE POLICE DEPARTMENT KNOW THAT YOUR FINGERPRINTS NEED TO BE SENT THROUGH AFIS***

- b. The temporary pistol permit fee is \$70.00. Please submit a cashier's check or money order for \$70.00 made payable to the ***Town of Putnam*** when you turn in your application and required documents
- c. You will need an additional cashier's check or money order in the amount of \$70.00 made payable to the ***DPS*** when you go to the State for your State Pistol Permit. This is the check or money order that you will need to bring to the State Police along with your temporary permit in order to complete the pistol permit process

3. You must complete the official application form provided and have it notarized

4. You must submit the following with the application:
  - a. Two (2) letters testifying to your character and reputation with their evaluation of your suitability to carry a pistol. The persons who provide your character references must include their physical address, NOT be a relative and their letters must be notarized with the seal of the notary
  - b. Copy of your birth certificate
  - c. Copies of any current out of state permits
  - d. Copy of your N.R.A. Certificate
  - e. The \$70.00 cashier's check or money order payable to the Town of Putnam as listed under "FEES"
5. The temporary permit is valid to carry firearms ONLY, it is NOT valid for the purchase of firearms
6. Once the results of your background check are received, and your temporary pistol permit is approved by the Mayor, you will receive a call to come in to the Mayor's Office to pick up your temporary permit. Your permit can be mailed to you if you prefer. The Temporary Pistol Permit certifies that you are licensed to carry pistol(s) and/or revolver(s) within the State of Connecticut for a period of sixty (60) days from the date of issuance.
  - a. Temporary pistol permits are valid for 60 days and cannot be renewed. If you have not obtained your state permit within that time frame, you will need to reapply for a temporary permit, going through the entire process and paying the fees once again