



Rocky Hill Police Department

699 Old Main Street • Rocky Hill, Connecticut 06067
Telephone (860) 258-7640
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Michael D. Custer
Chief of Police

Procedure for Temporary State Pistol Permit Applications

Step 1:

- A. Fill out the **application** accurately and completely, which must be signed, stamped and notarized by a Notary Public. Any falsehoods, misrepresentations or omissions may be cause for rejection of application.
- B. Provide a copy of your **birth certificate or passport, identification card** and a **letter or certificate** attesting to your competence with a handgun signed by one of the following: NRA certified pistol instructor, police firearms instructor or a gun club officer.
- C. Bring two **money orders** both made out to Treasurer – State of Connecticut. One for \$12.00 and the second for \$50.00
- D. You will need to be **fingerprinted**: Rocky Hill Police Department fingerprint hours are Tuesdays from 10:00am – 11:00am and Thursdays from 2:00pm – 3:00pm only. No appointments.

Step 2:

- A. Once step one has be completed and brought to the Rocky Hill Police Department, the fingerprint card will be submitted to the FBI and State for approval. This process could take **approximately twelve weeks** to return. Once approved from the FBI and State, the Police Chief will review your application and a determination will be made as to your suitability to carry.

Step 3:

- A. After the Rocky Hill Police, the State and the FBI have evaluated your application and it is determined that you are a suitable person, the Rocky Hill Police Chief will issue you a Temporary State Pistol Permit. The permit is valid for 60 days.
- B. The Records Department will call you, using the phone number on the application, once the **Temporary State Pistol Permit** is ready to be picked up.
 - * It can be picked up at the Rocky Hill Police Department, Monday through Friday from the hours of 8:00am-4:00pm. Please bring cash or check (payable to RHPD) of **\$70.00** for the Temporary State Pistol Permit.

Step 4:

- A. Once you have obtained the temporary permit, you must submit it to the **Department of Public Safety** within 60 days for a permit that is good for 5 years.

The **Department of Public Safety is located at 111 Country Club Road in Middletown from 8:30am-4:30pm Monday through Friday. Fingerprint services are also available here during business hours.

If you have any questions, please call the Records Department at (860)258-2783.