



Town of Portland, Connecticut
Equal Opportunity Employer
Office of the First Selectwoman
33 East Main Street / P.O. Box 71
Portland, CT 06480-0071
Phone: (860) 342-6715
Fax: (860) 342-6714
www.portlandct.org

Temporary 60-day State Pistol Permit Requirements

Submit the following information in person to the Office of the First Selectman for your application to be accepted and processed:

- 1) Completed, signed and notarized application.
- 2) Two (2) sets of finger print cards – one State; one Federal Bureau of Investigations [FBI]. A Portland Police Officer must finger print you, 860-342-6780 to make an appointment; station located at 265 Main Street.
- 3) Your original Birth Certificate with the Town/City Clerk's raised seal.
- 4) Certificate of Competency from a NRA Certified Pistol Instructor, no less than "Basic Pistol Course"; or a Police Firearm's Instructor; or Gun Club Officer who can attest to your competence with a handgun.
- 5) **\$19.25** Money Order or Certified Bank Check made payable to: **D.P.S.** (FBI Background fee and will not be refunded if permit is denied)
- 6) **\$50.00** Money Order or Certified Bank Check made payable to: **D.P.S.** (State Background fee and will not be refunded if permit is denied)
- 7) **\$70.00** Postal Money Order or Certified Bank Check made payable to: **D.P.S.**
- 8) **\$70.00** Check made payable to: **Town of Portland.** (check will be returned only upon denial of temporary permit)

First, a local criminal background check will be performed. Then your finger prints are processed and approved by both the State and FBI of which takes approximately eight-weeks. If no criminal record is found, you will be contacted by the First Selectman's office which shall issue you a temporary 60-day State Pistol Permit.

Finally, before the expiration of the 60 days you must proceed in person to the State Department of Public Safety, to receive the permanent State Pistol Permit.