



# Meriden Police Department

50 West Main Street  
Meriden, Connecticut 06451  
203-238-1911



**JEFFRY COSSETTE**  
Chief of Police

## FOR PERMIT APPLICATION TO CARRY PISTOL OR REVOLVER

1. Completed applications can be accepted by the Records Division only
  - Hours are: Monday through Friday, 9am-5pm
2. Complete the Meriden Police Department Permit Cover page and State of Connecticut application form DPS-799-C. You must complete the most up to date revision application
  - The revision date is located in the lower left of the form
  - The current revision date is: **12/01/17**
  - The cover page and application are all available at the Police Department Records window during above hours –or- from the front desk 24 hours a day/365 days a year –or- online at [www.cityofmeriden.org/content/police/](http://www.cityofmeriden.org/content/police/) Go to online forms section and print both forms listed as “State Pistol Permit application”
3. You must complete the entire application (**it will not be accepted if it is not complete**)
  - Please read every question carefully and provide all applicable information (answer them truthfully and explain each of not sure of the answer)
  - When there are check boxes present you **must** check at least one
  - If an explanation or further information is asked for you must provide it (can use a separate piece of blank paper)
  - Provide the instructor's name and ID number in the Proof of Training section
  - Must be notarized
  - Please double check your application and ensure that you have answered every question
4. Bring (1) one check to the Records Division of the Meriden Police Department
  - Bank check, money order, personal check, (cash may be accepted but not preferred)
  - 1 check for **\$87.00** (State and Federal background fees) made out to the "City of Meriden"
    - These fees are not refundable
5. The following documentation is required at the time of the submission of your application (it will not be accepted without the required applicable documentation)
  - Copy of your birth certificate (**must present Birth Certificate**)
  - Copy of a government ID with your photograph and current Meriden address (Drivers license, Passport, etc)
  - An address verification document if your government ID does not show a current Meriden address
    - Examples, but not limited to
      - 2nd government ID with your photo, name, and current Meriden address
      - Copy of a piece of a recently post marked mail showing your name and current Meriden address
  - Copy of certificate or letter for successful completion of a course approved by the State of Connecticut for the safety and use of pistols and revolvers (Example: NRA)
  - Copy of your Naturalization or resident alien card (if you were not born in the USA (when applicable))
  - Copy of your DD-214 (if you were in the Military (when applicable))

6. YOUR APPLICATION WILL NOT BE ACCEPTED UNTIL IT IS COMPLETE WITH ALL SUPPORTING DOCUMENTS
7. Once you turn in your application, checks and all accompanying documentation, you must be fingerprinted by a Police Service Technician. Their hours of work vary each week both during the day and night. A schedule will be given to you by the Records clerk. You can also call 203-630-6215 and ask for the Police Service Technician schedule and if one is working when you want to have your prints completed. You may have them completed any hour of the day or night when a Technician is working. **Bring your receipt from the Records Division showing you paid for your fingerprint background check.**
8. We will contact you by email or phone when your permit is ready, if approved. Questions can be sent to [pistolpermit@meridenct.gov](mailto:pistolpermit@meridenct.gov)
9. Upon picking up your permit you **must** bring (1) one check to the Records Division of the Meriden Police Department
  - Bank check, money order, personal check, (cash may be accepted but not preferred)
  - 1 check for \$70.00 (City processing / permit fee) made out to the "City of Meriden"
10. The permit is valid for a period of (60) sixty days from the date of issue. This is the date that it is approved by the Police Department and not the date that it is picked up. It is very important that you pick your permit up in a timely manner. If you fail to pick up your permit prior to its expiration, it will not be valid. You will have to start the process over again and will not be refunded any fees. You will have to resubmit all fees again when you reapply.
11. Once you receive your State Temporary Permit, you may obtain a Regular State Permit by applying to the State of Connecticut Weapons Division at 1111 Country Club Road, Middletown, CT 06457. Their hours are 9am-4:15pm Monday-Friday. Application to the state is made once we issue the temporary permit and must be made prior to its expiration date of 60 sixty days.

# Pistol Permit Cover Sheet

Complete this form and turn in with your Application Form  
Fill in **ALL** information. If not applicable enter "N/A"

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Alias/Maiden Name: \_\_\_\_\_ Married: \_\_\_\_\_ Single: \_\_\_\_\_ Male/Female: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Social Security Number: \_\_\_\_\_ Race (W, B, A, I, UNK): \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Tattoos (Location/Description): \_\_\_\_\_

Scars/Marks (Location/Description): \_\_\_\_\_

Disabilities (Description): \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

US Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_ If No, Alien Registration Number: \_\_\_\_\_

If Naturalized, on what date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Where Naturalized (City and State): \_\_\_\_\_

Have you ever applied for a pistol permit? (Circle One) YES NO

Have you ever been denied a pistol permit? (Circle One) YES NO

If yes, please explain the reason you were denied: \_\_\_\_\_

Have you ever been arrested for any reason? (Circle One) YES NO

If yes, please explain below:

Year:

Arrested for (Charge):

Place of Arrest:

Reason for applying for a pistol permit: \_\_\_\_\_