

Plymouth Police Department

80 Main Street, P.O. Box 34
Terryville, CT. 06786-0034
Telephone (860)-589-7779
Fax (860)-585-4025

Instructions for Pistol Permit Applicants (Minimum Age is Twenty-One (21) Years Old)

1. Complete the application form, answering all questions. Note: Your signature must be notarized, or your application will be rejected.
2. Bring your completed application and supporting documents, cash or money order listed below to the Police Department Between the hours of 8:30 am and 4:30 pm, Monday thru Friday, to be reviewed.
 - a. Application form. (Completed with notarized signature).
 - b. Authorization / Waiver Release From (Complete with notarized signature)
 - c. Current Connecticut State Driver's License with correct address.
 - d. Original Birth Certificate or Passport NO PASSPORT CARDS. (You must be at age twenty-one (21) or older).
 - e. Proof of successful completion of a handgun course from a CT State Certified Instructor or N.R.A. Certified Instructor issued within the past (2) years.
 - f. Marriage Certificate if last name is changed.
 - g. Divorce Certificate if last name is changed.
 - h. United States Permanent Resident Card, United States Citizenship Certificate, United States Naturalization Certificate, or a Work Visa, I-94, If applicable, to establish legal residency.
 - i. \$70.00 cash or money order made out to the Town of Plymouth.
 - j. Read, and sign the Agency Privacy Rights for Noncriminal Justice Applicants and the FBI Privacy Act Statement at the Police Department.
3. When you turn in the required paperwork, you will be given the instructions sheet to preregister for your fingerprints. Follow the instructions on the Connecticut Criminal History Request System Pre-Enrollment for the fingerprint-based background check for a Temporary Pistol Permit for the Plymouth Police Department. **You will need to bring the email from Pre-Enrollment with you when you are fingerprinted.**
4. The fingerprints will be sent to the Connecticut State Police and the F.B.I. for Criminal History Background Checks electronically. The response from the State Police and the F.B.I. will come back to this Department within approximately 1 week if there is no criminal history, if a criminal history is found it may take longer. If you are not contacted by this Department after this time has elapsed, you can call this Department on weekdays to inquire if both Criminal History Background Checks have cleared.
5. When the State Police and F.B.I. Criminal History Background Checks are back, your complete application will be reviewed, and you will be contacted by the Police Department to schedule an appointment with the Chief of Police for the issuance of your Temporary State Pistol Permit.
6. After you receive your Temporary State Pistol Permit, you must contact the Special Licensing and Firearms Unit within 60 days to obtain a regular State Pistol Permit:

Connecticut State Police – Special Licensing and Firearms Unit
P.O. Box 2794, Middletown, Ct. 06457-9294
Telephone: 860-685-8290