



TOWN OF WOODSTOCK

415 ROUTE 169
WOODSTOCK, CONNECTICUT 06281-3039
www.woodstockct.gov

HOW TO OBTAIN A TEMPORARY STATE PISTOL PERMIT

ASSESSOR

860-928-6929 x327

BUILDING

860-928-1388 x328

HIGHWAY

860-974-0330

INLAND/WETLANDS

860-928-1388 x328

PLANNING & ZONING

860-963-2128 x332

RECREATION

860-315-5175

REGISTRAR

860-928-6595 x339

SELECTMEN

860-928-0208 x310

TAX COLLECTOR

860-928-9469 x316

TOWN CLERK

860-928-6595 x322

TRANSFER STATION

860-928-2770

TREASURER

860-928-5935 x337

WPCA

860-928-6929 x394

FAX

860-963-7557

1. **State of Connecticut Fingerprint Card:** (Form DPS-125c Green Ink).

Please complete both sides of the Fingerprint Card. You may either take the Fingerprint Card to the Danielson State Police (Troop D), Westcott Road, Danielson, CT for fingerprinting prior to shift change (7:45 a.m. – 8:00 a.m. / 3:45 p.m. – 4:00 p.m. / 11:45 p.m. – midnight ONLY), or to the Putnam Police Station (6:00 a.m. – 8:00 a.m. / 2:00 p.m. – 4:00 p.m. / 10:00 p.m. – midnight). The State Police charge \$15.00 for fingerprinting (check or money order only made out to “Treasurer—State of Connecticut”), whereas the Putnam Police charge \$20.00 (cash, check or money order).

2. **Pistol Permit Application:** (Form DPS-799-C Blue).

Please complete both sides of this form and have it notarized (a Notary Public is available in the Town Hall to notarize the blue form, if you wish). **Please remember that the form must be signed in the presence of the Notary. There is no charge for a Notary Public in the Town Hall.**

3. **You will also need to provide the following:**

- a.) Proof you are legally and lawfully in the United States (e.g., certified copy of birth certificate, U.S. passport or documentation issued by I.C.E.).
- b.) Signed and dated FBI Privacy Act Statement, Noncriminal Justice Applicant’s Privacy Rights and Agency Privacy Requirements for Noncriminal Justice Applicant’s included in this packet.
- c.) A copy of your NRA Gun Safety Course Certificate. (must include live fire)
- d.) A copy of your Driver’s License. (You must be at least 21 years of age.)
- e.) Proof of residence—utility bill, tax bill, etc. ...
- f.) A copy of your DD-214 if the applicant has ever served in the US military.
- g.) **A certified check or money order for \$13.25 made payable to the “Treasurer--State of Connecticut.”**
- h.) **A SEPARATE certified check or money order for \$75.00 made payable to the “Treasurer--State of Connecticut.”**

Please return your completed packet to the First Selectman’s Office, Woodstock Town Hall, 415 Route 169, Woodstock, CT 06281. We will forward the fingerprint card to the Department of Emergency Services and Public Protection (DESPP). DESPP will return the investigation reports to the Selectmen’s office in approximately 8-10 weeks.

Upon receipt of the fingerprint investigation report, you will be contacted and instructed to set up an appointment with the First Selectman to receive your Temporary State Permit. At this time, you will be required to pay a fee of **\$70.00. PAYMENT MUST BE A CERTIFIED BANK CHECK, A MONEY ORDER OR CASH** (no personal checks accepted). If paying by a check, please make it payable to the “Town of Woodstock.”

Once the Town of Woodstock has issued a temporary permit, the applicant must apply within 60 days for a state permit at the Department of Public Safety.

If you have any questions concerning this process, please call the First Selectman’s Office at 860-928-0208 x310.