



SHELTON POLICE DEPARTMENT

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PISTOL PERMIT APPLICATION & SUBMISSION REQUIREMENTS

Revised April 2026

Step 1: Obtaining a Pistol Permit Application

A Pistol Permit Application Packet may be obtained at the Shelton Police Department, 85 Wheeler St. Shelton CT 06484 from the Dispatch window in the lobby.

Applicants must be at least 21 years of age **AND be a resident of Shelton, CT. **

Step 2: Submitting a Pistol Permit Application

The applicant **must** complete the **entire** packet. *All documents must be single-sided.*

- Pistol Permit Application (DPS-799-C)** **Must be notarized.*
- FBI Privacy Act Form** **Must be signed and dated.*
- Noncriminal Justice Applicant's Privacy Rights Form** **Must be signed and dated.*
- Noncriminal Justice Applicants Form** **Must be signed and dated.*
- A Certified Birth Certificate** **Must have a raised seal.*
- Certificate of Completion: Safety & Use of Firearms Course from a Valid State-Certified Instructor** **Certificate only valid for 2 years or less from date of course.*
- Recent Passport Photograph**
- Processing Fee** \$70.00 Money Order or Certified/Bank Check to: Shelton Police Dept.

To submit your completed packet...

1. Return the entire packet to the Shelton Police Department, 85 Wheeler St, Shelton CT 06484 **Monday - Thursday between the hours of 8:00 am and 4:00 pm ONLY.**
2. Your application packet will be reviewed while you are at the Department. If the packet is deemed complete, you will be given instructions for the next step before you leave.
3. Questions or if you need to make special arrangements to submit your packet, call 203 924-1544 or email pistolpermits@shelton-ct.gov

Step 3: Fingerprinting Requirement

1. Locate the **Pistol Permit Service Code**, provided to you upon completion of Step 2 above.
2. Obtain an **Applicant Tracking Number**, by registering with the State of CT at <https://ct.flexcheck.us.idemia.io/cchrspreenroll>
3. Print the **Pre Enrollment Confirmation**; this contains your **Applicant Tracking Number**.
4. **Schedule an appointment** for fingerprinting at the Shelton Police Department by visiting: <https://cityofshelton.org/p/fingerprinting>
 - Appointments are scheduled in 15-minute blocks, on a first come, first served basis.
 - Hours: 9:00am - 11:00am on Tuesday, Thursday, and Saturday
5:00pm - 7:00pm on Tuesday and Thursday
 - Appointments are not available on holidays observed by the City of Shelton.
 - Applicants **must** be fingerprinted at the Shelton Police Department; fingerprints are not accepted from any another agency.
 - Prints are done after obtaining the **Applicant Tracking Number** for this application; previously completed fingerprints are **not accepted**.

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5. Fingerprinting Appointment

- ❖ Arrive at the Shelton Police Department, 85 Wheeler St. Shelton CT 06484, at least 5 minutes before your appointment. Notify the on-duty Dispatcher when you arrive.
- ❖ Be sure to bring a printed copy of your **Pre Enrollment Confirmation** with your **Applicant Tracking Number AND** your **Photo ID**. Applicants who do not have the required documents will not be fingerprinted.
- ❖ The Shelton Police Department makes every effort to accommodate your appointment, as we value your time. However, we reserve the right to cancel at any time, due to emergency situations that require our personnel or equipment to be unavailable. There is no fee to reschedule an appointment.
- ❖ To cancel your appointment, please call our Dispatch Center at 203 924-1544.

Step 4: Review-Approval/Denial for 60-day Temporary Permit

- The application process takes approximately **6–8 weeks** from fingerprint submission.
- The applicant will be notified by phone or mail based on the information provided once the 60-day temporary permit is approved or denied.
- The licensing statute includes a “**suitability clause**,” allowing the issuing agency authority to **deny** an application if the applicant is deemed **unsuitable** to possess or carry a pistol or revolver. This clause applies to both **new permit applications** and the **revocation of existing permits**.

Approved Temporary Permit:

If your application is **approved**, Temporary Permits may be picked up from the Records Division Monday – Friday from 9am – 3pm (closed on holidays).

Denial of Temporary Permit:

If your application is **denied**, a written notification will be mailed to the address provided.

Appeal of Denial: You may file a written appeal **within 90 days** of the denial notice to: Board of Firearm Permit Examiners, 165 Capitol Ave, Suite 1070, Hartford, CT 06106.

Step 5: Obtaining a State Pistol Permit

State Pistol Permit: Within the 60-day period of your approved Temporary Permit, you must obtain a State Pistol Permit. To obtain a State Pistol Permit, visit a CT DESPP Pistol Permit location and submit the required documents.

The required documents include:

- Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C) issued by Shelton Police
- Completed Application for State Permit to Carry Pistols and Revolvers (DPS-46-C)
- \$70.00 fee payable to Treasurer, State of Connecticut
- Proof you are legally and lawfully in the United States
- Proof of valid state issued photo identification card

Upon approval, your photograph will be taken at DESPP and you will be issued a State Pistol Permit.

For more information on obtaining a State Pistol Permit, contact the CT Special Licensing and Firearms Unit of DESPP at 860 685-8290 or visit www.ct.gov/despp

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