

**1.) APPLICATION:** Submit a completed Pistol Permit Application with all required documents, include a check for \$70.00 made payable the Town of Sterling. Application to be submitted to the Sterling First Selectmen's Office.

**Required Documents:**

- Completed notarized application.
- Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Act Statement
- A copy of your Firearms Safety & Use Course Certificate
- A copy of your driver's license
- A copy of your birth certificate OR passport

**2.) FINGERPRINTS:** You must pre-enroll on the State of Connecticut portal before getting fingerprinted for your pistol permit. You will have to pay the state and federal fees of \$75.00 and \$13.25 through the portal during the pre-enrollment process. Pre-enroll at the site below:

<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>

You will need to enter the pistol permit Service Code given to you at the time of Application submission:

Once you have enrolled and paid the applicable fees, PRINT the page with the barcode and your applicant tracking number that the portal generated for you. This page will be emailed to you. Bring that sheet with you to: Troop D State Police Barracks, 55 Wescott Road, Danielson. Fingerprints are processed at shift change only, 7am, 3pm, & 11pm.

**3.) FINAL SUBMISSION** When your background check is complete, the Selectman's office will contact you to arrange pick up of your 60-day Temporary Pistol Permit.