PRE-ENROLLMENT PISTOL PERMIT PROCESS

Applicants are to complete and provide the following documents which are required to start the pistol permit process. This includes:

* Notarized Pistol Permit Application
* FBI Privacy Act Form
* Noncriminal Justice Applicant’s Privacy Rights Form
* Agency Privacy Requirements for Noncriminal Justice Applicants Form
* Certified Copy, with raised seal, Birth Certificate must be included
* Letter from valid State Certified instructor must be included
* Most recent passport photograph of applicant must be included
* One money order, personal check, or certified check made payable to: Ansonia Police Department for $70.00 for the Ansonia Police Department Processing Fee
* Self-Addressed stamped envelope

The applicant must then submit all of the above paperwork to the Ansonia Police Department.

The dispatcher on duty will then provide a **Pistol Permit Service Code** to the applicant to complete the next step on https://ct.flexcheck.us.idemia.io/cchrspreenroll.

After all of these steps are complete, the applicant will then schedule an appointment to be fingerprinted.

Upon completion, an **APPLICANT TRACKING NUMBER** will be generated which you will need to print out along with the **PRE-ENROLLMENT CONFIRMATION** in order to be fingerprinted.

If the Pre-Enrollment process is not completed and both pieces of paperwork are not provided to a police officer you will be turned away from being fingerprinted until this part of the process is complete.

\***RESIDENTS MUST/CAN ONLY GET FINGERPRINTED AT THE ANSONIA POLICE DEPARTMENT FOR ANSONIA PERMITS\***

**\*The Ansonia Police Department will not accept fingerprints from residents who have been fingerprinted from another Police Department\***