CHIEF OF POLICE
ROBERT J. GAGNE

ASSISTANT CHIEF
EDWARD A. KOETHER

ORANGE DEPARTMENT OF POLICE SERVICE

You are required to furnish ORIGINALS of ALL the following in order to process your temporary state pistol permit application:

- ❒ **Proof of Orange residency** (utility bill, tax statement, etc.)
- ❒ **State of Connecticut picture identification** (driver's license or CT State ID Card)
- ❒ **Proof of citizenship/Alien registration:** Applicants must provide proof of citizenship, such as a birth certificate, voter registration card or US Passport. Legal alien residents must provide alien registration numbers and 90 day proof of residency. Naturalized citizens require proof of citizenship.
- ❒ An **application completed and NOTARIZED**. Notary name, stamp and raised seal must be visible. Answer all applicable questions, and write N/A if a question does not apply to you. **The police department DOES NOT provide notary service.**
- ❒ **Letter or certificate** attesting to your completion of a course in the Safety and Use of Pistols and Revolvers, signed by a pistol or revolver instructor certified by the NRA, DEP or State of CT.
- ❒ **Cashier's Check or Money Order** for **$50.00** made out to: ***DPS*** (for a state criminal history records check) **NO PERSONAL CHECKS**
- ❒ **Cashier's Check or Money Order** for **$19.25** made out to: ***DPS*** (for an FBI criminal history records check) **NO PERSONAL CHECKS**
- ❒ **Cashier's Check or Money Order** for **$70.00** made out to: ***TOWN OF ORANGE*** (for local background check and application processing) **NO PERSONAL CHECKS**

❒ Make an **APPOINTMENT** to submit your application and get fingerprinted. **Do not attempt to drop off your application prior to being fingerprinted; it will not be accepted.** You can request an appointment by calling **(203) 891-2134**. Appointments are available on Thursdays; the times are determined by staffing levels.

Be sure to bring **ALL** the properly completed required documentation to your appointment. ***Failure to provide all the proper items on the above checklist will result in the cancellation of your appointment, and a new appointment will have to be scheduled.***

After your temporary state permit has been approved by the Town of Orange, it will be valid for 60 days and cannot be renewed. You must apply within these 60 days for a permanent state permit at the Department of Public Safety (State Police). A temporary permit is valid to carry firearms only - it is not valid to purchase firearms. Final instructions will be given at that time.