



1585 Main St. Coventry CT 06238  
Coventry Police Department

“Professional Policing – Community Commitment”

## INSTRUCTIONS FOR PISTOL PERMIT APPLICANTS

1. Complete all information required on the latest revised application (dated 3/3/21 at bottom). A link to the application is here. The application **must be complete and notarized**. Only Town of Coventry residents may file an application.
2. Prior to scheduling a fingerprint appointment each applicant must go to:  
<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>  
You must select Service Code for Pistol Permit – D4E4-D378  
Payments for the permit are done online through the portal.
3. You must bring your application to your appointment and attach the following:
  - the printout of your PreEnrollment in the Connecticut Criminal History Request System (see #2)
  - a photocopy of your current valid driver's license
  - a photocopy of your government issued birth certificate or current/valid passport
  - a photocopy of your handgun safety class certificate. The certificate from the course has to be no less than NRA's basic pistol course. **BOTH** the NRA's "Home Firearms Safety Course" and "First Steps Pistol Orientation Program" are **NOT** approved courses.
4. Bring the above items to Police Dept. along with a check or money order in the amount of **\$10.00** made payable to: **Town of Coventry**. You will be fingerprinted when you bring the application and above items to your appointment.
5. Do not include any other checks with the application until you are notified by mail that your Temporary permit has been approved.
6. You will be notified by mail if approved or denied.
7. Please allow up to eight weeks for processing.
8. At this time, fingerprinting is done **by appointment** on the following days and times only: Wednesdays 9:00 am to 11:00 am and Saturdays 9:00 am to noon.
9. Credit or debit cards are not accepted.
10. We are currently not able to make photocopies and we are not accepting cash. Please be on time for your scheduled appointment and have everything in order. If your paperwork is not completed properly, you may be rescheduled for fingerprinting.