



1585 Main St. Coventry CT 06238
Coventry Police Department

“Professional Policing – Community Commitment”

INSTRUCTIONS FOR FILLING OUT and SUBMITTING PISTOL PERMIT APPLICATIONS

1. Complete all information required on the latest revised application. The application must be complete and notarized. Only Town of Coventry residents may file an application.
2. Include a copy of your birth certificate, handgun safety certification and copy of your driver's license with your application. 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.
3. Bring the above items to Police Dept. along with 1 check or money order in the amount of \$98.25 made payable to: Town of Coventry. This cost includes the \$10.00 charge of fingerprinting. You will be fingerprinted when you return the application and above items.
4. Do not include any other checks with the application until you are notified by mail that your permit has been approved.
5. You will be notified by mail if approved or denied.
6. Please allow up to ten weeks for processing.
7. Fingerprinting is done on the following days and times only: Saturdays 9am to noon, and on Wednesday's 9am to 11 am.
8. Cash (exact amount only) or checks accepted. Credit or debit cards are not accepted.

**For information & questions concerning obtaining a pistol permit, visit the DESPP website at <http://www.ct.gov/despp/site/default.asp>