

# Town of Washington

Washington Resident Troopers Office  
2A Bryan Plaza, Washington, CT 06794  
(860)868-9671

## **Instructions for Pistol Permit Applications**

1. Complete a Certified NRA Pistol Permit Safety Course
2. Register at the Pre-Enrollment webpage  
<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll>
3. Enter Service Code: **2B5E-7699** (Service Code is for Washington Residents ONLY)
4. Choose Pistol Permit for your type of Application
5. Complete the Pre-Enrollment to include the Demographic Information, which will be direct you to Payment via credit card. (PLEASE INCLUDE A PHONE NUMBER)
6. Once you have made your payment you will receive an applicant tracking number and barcode. Print out this tracking number and bar code. (This will be required in order to be fingerprinted)
7. Bring your Tracking number with you to **Troop L**, located at 452 Bantam Road, Litchfield CT 06759.
  - Ideal Times are 07:00 AM, 03:00 PM, and 11:00 PM
  - Please call ahead to schedule an appointment, Non-Emergency Number for Troop L: 860-626-7900 remain on the line to speak with a Troop and/ or Dispatcher.
8. Visit the State of Connecticut's Pistol Permit page on the DESPP website;  
<https://portal.ct.gov/DESPP/Division-of-State-Police/Special-Licensing-and-Firearms/State-Pistol-Permit#instructions>
9. Download and complete Form DPS\_799-C at the bottom of the page (Instructions are on the application)

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10. Submit the following documents to Washington Resident Troopers Office or Washington Town Hall:

- a. Copy of your Certified NRA Pistol Permit Safety Course
- b. Copy of your barcode from the Pre-Enrollment Page
- c. Print, Sign, and Date FBI Privacy Rights / Privacy Statement available on Town Website
- d. Completed application **(MUST BE NOTORIZED)**
- e. Certified Birth Certificate
- f. Copy of CT Driver's License showing valid Washington Residence
- g. Copy of Form DD-214 **(VETERANS ONLY)**
- h. \$70.00 Check payable to the Town of Washington