

Woodbridge Police Department

4 Meetinghouse Lane
Woodbridge, CT 06525
(203) 387-2511



Frank P. Cappiello
Chief of Police

APPLICANT INFORMATION for TEMPORARY STATE PERMIT TO CARRY PISTOLS OR REVOLVERS

You are required to furnish the Woodbridge Police Department the following information at the time you apply for a Temporary State Pistol Permit:

1. An application that has been completed and notarized.
2. Proof of Woodbridge residency (copy of your photographic driver's license).
3. Documentary proof of date & place of birth (copy of birth certificate).
4. 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 N.R.A., D.E.P., or the State of CT.
5. Three (3) impartial letters of reference from responsible persons who have known you for at least five (5) years. Each must indicate knowledge on the part of the writer of your application for this permit, and must specifically address the issue of their personal knowledge of you and your suitability to hold such a permit (optional).
6. Completed Supplemental Information form.
7. **Certified bank check or money order for \$158.25 payable to "Town of Woodbridge"**. (*Total cost represents the \$70.00 permit fee, \$75.00 fee for State of CT background check and a \$13.25 fee for FBI background check*).
8. Applicant will then call the Woodbridge Police Department at (203) 387-2512 and make an appointment with Investigative Services Unit to be fingerprinted. Fingerprints are taken on weekdays when scheduling allows.
9. All of the above documents can be dropped off at Police HQ at the time you are fingerprinted.

The procedure and supporting documents must be submitted exactly as stated. Your application will be processed as quickly as possible; however, some procedures such as referrals to other agencies often involve delays. Your cooperation and understanding will be appreciated.

After your *temporary* State Permit has been approved by the Town of Woodbridge, it will be valid for sixty (60) days and cannot be renewed. You must apply within these sixty (60) days for a *permanent* State Permit from the Department of Public Safety. This permanent State Permit will be valid for five (5) years.