

INSTRUCTIONS FOR APPLICANTS WHO APPLY TO THE
WINDSOR LOCKS POLICE DEPARTMENT FOR A TEMPORARY
PISTOL PERMIT EFFECTIVE
JANUARY 2026

**RETURN ALL OF THE BELOW TO THE WINDSOR LOCKS
POLICE DEPARTMENT:**

- **NOTARIZED COMPLETED APPLICATION**
- **GUN COURSE CERTIFICATE **AND** CERTIFICATE OF COMPLETION – MUST BE COMPLETED WITHIN 2 YEARS OF APPLICATION (**ONLY A PHOTOCOPY IS NEEDED**)**
- **\$70.00 CHECK/M.O. PAYABLE TO “CHIEF OF POLICE” (Processing Fee)**
- **A COPY OF YOUR CT DRIVER’S LICENSE REFLECTING YOUR WINDSOR LOCKS ADDRESS**
- **A COPY OF YOUR FULL BIRTH CERTIFICATE, DOCUMENTATION ISSUED BY I.C.E., OR U.S. PASSPORT**
- **YOUR EMAIL ADDRESS**
- **YOUR CURRENT OCCUPATION**
- **IF A MILITARY VETERAN, A COPY OF FORM DD-214**
- **SIGNED PRIVACY ACT STATEMENTS – 2 PAGES**
- **A LETTER OF REFERENCE**
- **SUBMIT TO FINGERPRINTS DURING THE BELOW LISTED HOURS.**

TURN IN YOUR COMPLETED APPLICATION PACKAGE TO RECORDS ALONG WITH A COPY OF YOUR FINGERPRINTS:

- **FINGERPRINTING IS WEDNESDAYS 5:00 P.M. TO 7:00 P.M.**
- **SATURDAYS 12:00 P.M. TO 2:00 P.M.**

WHEN THE TEMPORARY PISTOL PERMIT IS APPROVED, THE PERMIT WILL BE MAILED TO YOU WITH INSTRUCTIONS ON HOW TO OBTAIN YOUR PERMANENT PERMIT WITHIN 60 DAYS OF THE DATE OF THE LETTER.

***** NOTE: IF ANY OF THE ABOVE INFORMATION IS MISSING FROM YOUR APPLICATION, IT WILL BE RETURNED TO YOU THUS DELAYING THE PROCESS. BE SURE THAT BOTH SIDES OF ANY 2-SIDED FORMS ARE FILLED OUT COMPLETELY. PLEASE PRINT LEGIBLY.**