

NEW PISTOL PERMIT APPLICANTS – Norwich Residents Only

BEGINNING JULY 26, 2021, all pistol permit applicants must Pre-Enroll and pay the fees for their criminal history checks online in accordance with the new State of Connecticut Criminal History Request System.

FINGERPRINTS

1. Contact the Norwich Police Department, Records Division to receive your Service Code. (You will need this Service Code in order to Pre-Enroll)
2. You must Pre-enroll to have your fingerprints taken using the following link: <https://ct.flexcheck.us.idemia.io/cchrspreenroll>

See the CCHRS Applicant Web Portal User Manual for systematic instructions on how to enter and submit your information as well as make your electronic payment and more.

APPLYING FOR YOUR PISTOL PERMIT

3. After you have successfully pre-enrolled you will need to do 1 of 2 things;
 - a. Bring your confirmation page with barcode to a live scan fingerprinting location (*automatic submission*) **OR**
 - b. Contact Biometric Identification Services at (860) 345-2331 to schedule an appointment. (*hard cards will be turned in to NPD to be sent via regular mail*)
4. You can obtain your pistol permit application and privacy notice in person at the Norwich Police Department or on our website using the following link: <https://www.norwichct.org/Faq.aspx?QID=233>

SUBMIT THE FOLLOWING ORIGINAL DOCUMENTS

- Pre-Enrollment Email (*Fingerprint card if not using a Live Scan location*)
- Application completed and notarized
- Signed Privacy Notice
- Birth certificate/ U.S Passport OR Non U.S. birth certificate and Naturalization Papers.
- Driver's license
- First class mail proving you are a Norwich resident
- Pistol Safety Course Certification

Documents can be submitted to: Norwich Police Department/ Records Division
Monday – Friday 8:30a.m. - 3:30p.m.
(860) 886-5177