



# Bristol Police Department

## Identification Division

### **INSTRUCTIONS FOR PISTOL PERMIT APPLICATION**

Pistol permit applications can be picked up at the front desk of police headquarters at any time.

Before the application is returned all applicants must complete the following:

1. Complete the application in full and have it notarized.
2. Submit a passport photo or snapshot of the applicant and include it with the application. The photograph will be kept by the Bristol Police Department.
3. The applicant must also submit a letter or certificate, signed by one of the following, attesting to their competence with a handgun.
  - NRA Certified Pistol Instructor
  - NRA Home Firearms Safety Instructor
  - Police Firearms Instructor
4. Complete the Green (1) and Blue (1) fingerprint cards (both sides) that are included in the application packet. **DO NOT SIGN THE FINGERPRINT CARDS.** The cards will be signed at the time of fingerprinting.

Include three valid checks or money orders:

- One for \$19.25 Payable to “**DPS**”(Federal Criminal History Check)
- One for \$50.00 Payable to “**DPS**”(State Criminal History Check)
- One for \$70.00 Payable to “**Bristol Police Department**” (Application Fee)

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When the application and accompanying paperwork is complete an appointment must be made by calling the Bristol Police Department front desk for applicant fingerprinting.

#### **Fingerprinting Schedule**

All pistol permit fingerprinting will be done on Tuesday evenings between 7 pm and 8 pm, and on the first Tuesday of the month between noon and 1 pm. The desk officer (at 584-3000) will take appointments by recording the applicant's name and phone number. The phone number will be used to contact the applicant in the event the appointment has to be cancelled. **BRING THE FOLLOWING TO THE APPOINTMENT.**

- three checks
- notarized application and photo
- the completed and unsigned Green and Blue fingerprint cards,
- instructor certificate
- Photo Identification (i.e. Drivers License etc.)
- Certified copy of birth certificate, U.S. Passport or documentation issued by I.C.E.

**NOTE:** You will be notified when your pistol permit has been approved. **PLEASE DO NOT CALL THE IDENTIFICATION DIVISION TO INQUIRE ABOUT THE STATUS OF YOUR PERMIT.**

If the permit application has been approved you will be notified to pick up the Local Permit at the Bristol Police Department.