DEPARTMENT OF POLICE SERVICE
HAMDEN, CONNECTICUT

POLICE DEPARTMENT USE ONLY

LICENSE NUMBER_____(ISSUED BY THE POLICE DEPARTMENT)

DATE ISSUED _____ EXPIRATION DATE: _____

APPLICATION FOR : ***PERMIT TO CARRY PISTOLS AND REVOLVERS***

REQUIREMENTS & INSTRUCTIONS FOR THE APPLICANT (MUST BE AT LEAST AGE 21)

1. **YOU MUST OBTAIN STATE POLICE FORM DPS-799-C AND SUBMIT WITH THE HAMDEN APPLICATION FORM. (WWW.CT.GOV/DESPP)**

2. YOU MUST PROVIDE A COPY OF A CERTIFICATION FROM A NATIONAL RIFLE ASSOCIATION INSTRUCTOR, STATING THAT YOU HAVE COMPLETED A COURSE OF INSTRUCTION IN THE SAFE AND PROPER HANDLING OF A HANDGUN WITHIN 5 YEARS.

3. YOU MUST PROVIDE A PHOTOCOPY OF YOUR BIRTH CERTIFICATE, SOCIAL SECURITY CARD. A PHOTOCOPY OF YOUR OPERATOR'S LICENSE OR CT IDENTIFICATION CARD AND IF APPLICABLE, YOUR NATURALIZATION PAPERS.

4. YOU MUST BE FINGERPRINTED BY THE HAMDEN POLICE DEPARTMENT. A **BANK CHECK OR MONEY ORDER IS TO BE MADE PAYABLE TO THE TOWN OF HAMDEN** IN THE AMOUNT OF: **$62.00** (STATE AND FEDERAL CRIMINAL HISTORY BACKGROUND CHECK.). **THE FEE MUST BE PAID AT THE TIME YOU ARE FINGERPRINTED**. THERE IS ALSO A HAMDEN FINGERPRINT FEE OF **$10.00** WHICH CAN BE PAID BY CASH OR CHECK.

5. YOU MUST INCLUDE ONE PASSPORT SIZE (2X2) COLOR PHOTOGRAPH WITH THE APPLICATION. (**NO CROPPING OF STANDARD SIZE PHOTOGRAPHS**)

6. THE HAMDEN POLICE APPLICATION FEE IS ***$70.00***, PAYABLE TO :**TREASURER, TOWN OF HAMDEN**. {***BANK CHECK OR MONEY ORDER ONLY***}

7.***APPLICANT IS RESPONSIBLE TO PROVIDE THEIR OWN COPIES OF DOCUMENTATION REQUESTED ABOVE.*** ☞ ***PACKET TO BE RETURNED TO PERMIT OFFICER*** ☜

FINGERPRINTING HOURS: HAMDEN RESIDENTS ONLY	**TUESDAY**	**THURSDAY**
	8:00am TO 10:00am	**ONLY→8:00am-10:00am**
	4:00pmTO 6:00pm	

APPLICANT'S NAME:_____
LAST FIRST M.I.

DATE OF BIRTH: _____ PLACE OF BIRTH: _____
CITY/STATE

HEIGHT: _____ WEIGHT: _____ HAIR COLOR: _____ EYE COLOR: _____

HOME ADDRESS: _____
NUMBER STREET CITY/TOWN STATE ZIP CODE

HOME PHONE: ( )_____ BUSINESS PHONE: ( )_____

LIST ANY OTHER PLACES OF RESIDENCE DURING THE PAST PAST (5) YEARS

1._____2._____

3._____4._____

APPLICANT PERSONAL INFORMATION

SOCIAL SECURITY NUMBER _____-____-_____ DRIVER LICENSE: _____-____-_____ STATE_____

HAVE YOU USED ANY OTHER NAME(S) IN THE PAST? ☐ YES ☐ NO

IF YES, WHAT NAME(S)? _____ _____
_____

HAVE YOU EVER BEEN ARRESTED FOR ANY CRIMINAL OR MOTOR VEHICLE OFFENSE? ☐ YES ☐ NO

IF THE ANSWER TO THE PREVIOUS QUESTION IS YES, THEN LIST ALL SUCH ARRESTS AND THE DISPOSITIONS BELOW: (USE SEPARATE SHEET OF PAPER IF NEEDED)

_____

_____

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★ PLEASE REVIEW APPLICATION IN ITS ENTIRETY FOR COMPLETENESS

INCOMPLETE APPLICATION WILL RESULT IN SUBSTANTIAL DELAY IN THE PROCESSING PROCEDURE ★

CONNECTICUT STATE STATUE 53A-157. FALSE STATEMENT: *CLASS A MISDEMEANOR*

A PERSON IS GUILTY OF FALSE STATEMENT WHEN HE/SHE INTENTIONALLY MAKES A FALSE WRITTEN STATEMENT UNDER OATH OR PURSUANT TO A FORM BEARING NOTICE, AUTHORIZED BY LAW, TO THE EFFECT THAT FALSE STATEMENTS MADE THEREIN ARE PUNISHABLE WHICH HE DOES NOT BELIEVE TO BE TRUE AND WHICH STATEMENTS IS INTENDED TO MISLEAD A PUBLIC SERVANT IN THE PERFORMANCE OF HIS/HER OFFICIAL FUNCTION.
FALSE STATEMENT IS A CLASS A MISDEMEANOR.

THE PENALTY FOR A CLASS A MISDEMEANOR IS IMPRISONMENT FOR A TERM NOT TO EXCEED ONE YEAR, OR A FINE NOT TO EXCEED $1,000.00, OR BOTH A FINE AND IMPRISONMENT.
(Sections 53a-28(b), 53a-36, and 53a-42).

I DECLARE, UNDER THE PENALTIES OF FALSE STATEMENT, THAT THE ANSWERS TO THE QUESTIONS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT.

APPLICANT'S SIGNATURE _____ DATE: _____

SUBSCRIBED & SWORN BEFORE ME

THIS _____ DAY OF _____, 20_____.

NOTARY PUBLIC _____

MY COMMISSION EXPIRES: _____

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice[1] that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.[2]

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

Connecticut Records: **Department of Emergency Services and Public Protection** **State Police Bureau of Identification (SPBI)** **1111 Country Club Road** **Middletown, CT 06457** **860-685-8480**	**Out-of-State Records:** **Agency of Record** **OR** **FBI CJIS Division-Summary Request** **1000 Custer Hollow Road** **Clarksburg, West Virginia 26306**

[1] **Written notification includes electronic notification, but excludes oral notification.**

[2] **See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).**

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification[3] by _Hamden Police Department_ that your fingerprints will be used to check the criminal history records of the FBI.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.

- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.[4]

- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[5]

- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.

- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

- If you need additional information or assistance, please contact:

Connecticut Records:	Out-of-State Records:
Department of Emergency Services and Public Protection **State Police Bureau of Identification (SPBI)** **1111 Country Club Road** **Middletown, CT 06457** **860-685-8480**	**Agency of Record** **OR** **FBI CJIS Division-Summary Request** **1000 Custer Hollow Road** **Clarksburg, West Virginia 26306**

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[3] **Written notification includes electronic notification, but excludes oral notification.**
[4] **See 28 CFR 50.12(b).**
[5] **See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).**

Federal Bureau of Investigation
United States Department of Justice
Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).