



ANDREW J. TIERNEY  
TOWN MANAGER

## *Town of Hebron*

**TOWN OFFICE BUILDING  
15 GILEAD STREET  
HEBRON, CONNECTICUT 06248  
TELEPHONE: (860) 228-5971  
FAX: (860) 228-4859  
[www.hebronct.com](http://www.hebronct.com)**

DANIEL LARSON  
CHAIRMAN

GAIL B. RICHMOND  
VICE CHAIRMAN

JOHN B. COLLINS  
SELECTMAN

PETER D. KASPER  
SELECTMAN

MARC P. RUBERA  
SELECTMAN

### **State Pistol Permit Application Process**

The following completed documents are required for submission:

- \_\_\_1. Pistol Permit/Eligibility Certificate Application signed, dated and notarized (DPS-799-C Rev 12/28/18 attached)
- \_\_\_2. Fingerprint Card (DPS-125C) obtained at fingerprint location (instructions below)
- \_\_\_3. Copy of Firearms Safety & Use Course Certificate
- \_\_\_4. Copy of long form Birth Certificate **or** current U.S. Passport
- \_\_\_5. Copy of Driver's License
- \_\_\_6. FBI Privacy Act Statement signed and dated (attached)
- \_\_\_7. Agency Privacy Requirement for Noncriminal Justice Applicants signed and dated (2 pages-attached)
- \_\_\_8. Checks:           (a) \$70.00 payable to Town of Hebron  
                             (b) \$75.00 payable to Treasurer, State of Connecticut  
                             (c) \$13.25 payable to Treasurer, State of Connecticut

If you have any questions, feel free to contact the Town Manager's Office at 860-228-5971.

Thank you.

## FIREARMS PROHIBITORS

*No person convicted for a Felony or a Misdemeanor crime of domestic violence involving the use or threatened use of physical force or a deadly weapon may possess any firearms in Connecticut.*

No person may obtain a Pistol Permit, Eligibility Certificate, or possess any handguns if they are less than 21 years of age, subject to a Protective or Restraining Order, or if they have been convicted of a felony, or convicted in Connecticut for any of the following misdemeanors:

Illegal possession of narcotics or other controlled substances - 21a-279

Criminally negligent homicide - 53a-58

Assault in the third degree - 53a-61

Assault of a victim 60 or older in the third degree - 53a-61a

Threatening - 53a-62

Reckless endangerment in the first degree - 53a-63

Unlawful restraint in the second degree - 53a-96

Riot in the first degree - 53a-175

Riot in the second degree - 53a-176

Inciting to riot - 53a-178

Stalking in the second degree - 53a-181d, or

Has been convicted as delinquent for the commission of a serious juvenile offense, or

Has been discharged from custody within the preceding twenty years after having been found not guilty of a crime by reason of mental disease or defect, or

Has been confined in a hospital for persons with psychiatric disabilities, as defined in section 17a-495, within the preceding sixty months by order of a probate court,

Has been voluntarily admitted to a hospital for persons with psychiatric disabilities as defined in 17a-495 within the preceding six months for care and treatment of a psychiatric disability and not solely for alcohol or drug dependency, or

Is subject to a firearms seizure order issued pursuant to Connecticut General Statute Section 29-38c after notice and an opportunity to be heard has been provided to such person, or is an alien illegally or unlawfully in the United States.

Any federal disqualifiers listed in Title 18 U.S.C Chapter 44.

The firearms prohibitors apply to; Pistol Permits and Eligibility Certificate for Pistols and Revolvers, and Eligibility Certificate for Long Guns if convicted after October 1, 1994. The prohibiting misdemeanors also apply to Ammunition Certificate if convicted on or after July 1, 2013. Felonies and federal prohibitors apply to all permits and certificates as well as gun sales, no matter what the date of conviction.

## SURRENDERS

### INELIGIBLE PERSONS

Those persons deemed ineligible to possess (see firearm prohibitors) are required to relinquish their firearms by one of the following methods:

- 1) Turn your firearms in to the police. Your guns will be held for up to one year. You may at any time during the year transfer your guns to an eligible person. After the expiration of one year if your status has not changed your guns will be destroyed. You must notify the Special Licensing and Firearms Unit immediately at (860) 685-8285 to advise when and to which police department you turned in your firearms.
- 2) If instead you choose to legally transfer your firearms to an eligible person you must telephone the Special Licensing and Firearms Unit at (860) 685-8400 for an authorization number for each individual hand gun and long gun. A NICS background check will be conducted on the recipient at that time. You must then submit the sale or transfer form DPS-3C to the State Police.

### Domestic Violence

Connecticut General Statute 29-36k requires that within 24 hours of such occurrence you must;

1. Transfer, in accordance with C.G.S. §§ 29-33, and 29-36k, all pistols, revolvers, firearms and ammunition you possess to a federally licensed firearms dealer pursuant to the sale of the pistol, revolver or other firearms; **or**
2. Deliver or surrender any/all firearms and ammunition to any Connecticut State Police Troop or organized municipal police department—not to include Headquarters in Middletown

## VOLUNTARY SURRENDER

If you possess firearms which you would like to turn in to the Connecticut State Police for voluntary destruction or for police use, you should make arrangements through your local State Police barracks in advance.

## Your Guide to Firearms and Permits in Connecticut



## SPECIAL LICENSING AND FIREARMS UNIT

Phone: (860) 685-8290

Fax: (860) 685-8496

Web site: [www.ct.gov/despp](http://www.ct.gov/despp)

## SPECIAL LICENSING AND FIREARMS UNIT

Revised 11/28/2017

## Transferring a Handgun

Federal Law states you may only buy a handgun in the state in which you reside.

You can only buy a handgun in Connecticut if in addition to being a resident, you are at least 21 years of age and you possess a valid Permit to Carry Pistols or Revolvers, a valid Eligibility Certificate or if you are a sworn Police Officer.

You must first complete an Application to Purchase Firearms (DPS -67-C). This form shall be retained by the seller for 20 years.

The seller of the handgun shall then contact the Special Licensing and Firearms Unit @ **(860) 685-8400**, or **(888) 335-8438** and obtain an authorization number for that sale. Four copies of the Sale or Transfer form DPS-3-C must be completed. The original copy is kept by the seller (for a minimum of 5 years). One copy is given to the purchaser as a receipt. One copy shall be forwarded to the Special Licensing and Firearms Unit. One copy must be sent to the Chief of Police in the town where the purchaser resides.

## Transferring a Long Gun

*Effective April 1, 2014*

After April 1, 2014 you will be required to have a valid Pistol Permit, Eligibility Certificate to Purchase Pistols or Revolvers, Eligibility Certificate to Purchase Long Guns, or a be a Police Officer or one of the exemption listed in law, to purchase long guns. You must be 18 years of age. You must first complete an Application to Purchase Firearms (DPS -67-C) and a Sale or Transfer of All Firearms form (DPS-3-C). This form shall be retained by the seller for 20 years. The seller of the long gun shall then follow the steps set out under HANDGUN purchase above.

## Appealing Your Denial

In the event that you have been denied authorization to purchase a firearm, you must request the reason for such denial by contacting the Special Licensing and Firearms Unit at (860) 685-8290 to determine the basis for your denial during regular business hours.

## NICS

If the reason for your denial was a result of the National Instant Criminal Background Check, you must make a written request to:

Federal Bureau of Investigation, NICS Operations Center, Research and Analysis, P.O. Box 4278, Clarksburg, West Virginia, 26302-4278. Include your mailing address and the NICS Transaction Number and NRI, NICS Record Identifier (obtained from the Special Licensing and Firearms Unit).

## Pistol Permits

Once you have received your Temporary State Permit, you may apply to the DESPP for your State Permit. The cost of the State Permit is an additional \$70.00 and is valid for a period of five years. You will be required to have your photograph taken upon application and renewals. Applications and renewals shall be accepted at locations listed on the back of this brochure. Renewal notices will be sent to permit holders ninety days prior to expiration. There is a ninety day grace period after the expiration of your permit during which you may renew. Renewal instructions are available on-line at [www.ct.gov/despp](http://www.ct.gov/despp).

**State Law requires the holder of a Pistol Permit to notify the Special Licensing and Firearms Unit of any change of residence address within two business days.**

Lost or stolen Pistol Permits should be reported immediately in order to replace them. A \$5.00 duplication fee will be charged.

## Ammunition Certificates

*Effective October 1, 2013*

If you do not intend to purchase anymore firearms after October 1, 2013 but would like to continue to purchase ammunition, you will be required to possess a Ammunition Certificate, or be listed as an exempted person, i.e., police officer. You must apply on a form DESPP-417C, and come to one of the DESPP permit offices to have your photograph taken. The fee is \$35.00 for a 5 year certificate and your renewal will be sent 90 days prior to expiration. **Applicants who have been convicted of any felony at any time or of any of the misdemeanors after July 1, 2013 will be denied.**

## Eligibility Certificate to Purchase Long Guns

*Effective April 1, 2014*

After April 1, 2014 you will be required to possess a valid Eligibility Certificate to Purchase Long Guns, if you do not already possess a pistol permit or eligibility certificate for the purchase of pistols or revolvers. You may also purchase ammunition with this certificate. You may apply directly to DESPP on a DPS-799-C form, which you may obtain on-line at [www.ct.gov/despp](http://www.ct.gov/despp), under the Special Licensing and Firearms page. It is a 5 year certificate and renewal will be sent 90 days prior to expiration. The fee is \$35.00 plus \$75.00 for the State fingerprint and \$12.00 for the FBI fingerprint fee. **Applicants who have been convicted of any felony at any time or of any of the misdemeanors after October 1, 1994 will be denied.**

## Machine Guns

Machine Guns are strictly regulated by the U.S. Department of Treasury, Bureau of Alcohol Tobacco and Firearms (ATF) as well as the Connecticut State Police, Special Licensing and Firearms Unit (SLFU).

Connecticut residents may purchase Machine Guns if they are capable of a "full automatic only" rate of fire. Any select fire weapon is considered an "Assault Weapon" and is prohibited by State Law.

Dealers who are licensed to sell Machine Guns have all the necessary Federal paperwork required for that transaction.

Any Connecticut resident who owns a Machine Gun is required to complete State form DPS 418C, registering that Machine Gun with the SLFU immediately upon receiving it, and upon an annual basis thereafter.

Registered owners will be notified yearly with a registration form-letter which must be signed and returned to the SLFU prior to July 1 annually.

**If you currently own a Machine Gun and do not receive a yearly registration form, you must contact the SLFU for instructions on registering your firearm.**

## Gun Shows

A Gun Show is defined as any event at which fifty or more firearms are offered or exhibited for sale, transfer or exchange and any event at which two or more persons are exhibiting one or more firearms for sale, transfer or exchange to the public.

All sales, transfers or exchanges taking place at a Gun Show require the seller to obtain an authorization number from the Special Licensing and Firearms Unit at 860-685-8400 or toll-free in-state at 888-335-8438.

## Assault Weapons

Connecticut General Statutes Section 53-202a as amended by Public Acts 13-3 and 13-220, assault weapons are described and defined in portion as; "(1) Any selective-fire firearm capable of fully automatic, semiautomatic or burst fire at the option of the user or any of the specified semiautomatic firearms..".

For a complete text of law and list of banned firearms, check on [www.ct.gov/despp](http://www.ct.gov/despp), Special Licensing and Firearms section or at the Legislative web site at [www.cga.ct.gov](http://www.cga.ct.gov). Refer to Public Act 13-3 and Public Act 13-220.

Assault weapons owners must obtain a Certificate of Possession (DPS-414-C) prior to January 1, 2014.

**IF YOU POSSESS AN UNREGISTERED "ASSAULT WEAPON" AFTER JANUARY 1, 2014, YOU MAY CALL OUR OFFICE TO ARRANGE ITS DESTRUCTION AT NO RISK OF PENALTY.**

## PHOTO PERMIT LOCATIONS AND HOURS

**DPS Headquarters** Mon. through Fri.  
1111 Country Club Rd. 8:30 a.m. - 4:15 p.m.  
Middletown, Ct. 06457  
(860) 685-8494

**Troop E** Tues. & Sat.  
I-395 8:00 a.m.—12:00 p.m.  
(between exits 6 & 9) 12:30 p.m.—3:45 p.m.  
Montville, CT 06382 Thurs.  
(860) 848-6539 11:00 a.m.—2:00 p.m.  
2:30 p.m.—6:45 p.m.

**Troop G** Tues., Wed., Fri., & Sat.  
149 Prospect St. 8:00 a.m.—12:00 p.m.  
Bridgeport, CT 06604 12:30 p.m.—3:45 p.m.  
(203) 696-2532 Thurs.  
11:00 a.m.—2:00 p.m.  
2:30 p.m.—6:45 p.m.

**Troop permit offices are closed during**

**inclement weather.**

# MEMO

To: Pistol Permit Applicants  
From: Dori Wolf, Administrative Secretary  
Subject: Fingerprint Locations  
Date: December 8, 2020

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The Department of Emergency Services and Public Protection (DESPP) is available for fingerprinting services. Services are by appointment only. Appointments may be made through their website:

[www.ct.gov/despp](http://www.ct.gov/despp)

Applicants can link on to the appointment site **Eventbrite**.

Register for a date, time and location for fingerprinting services. Be sure to print out an appointment confirmation from the website to produce to the State Trooper upon arrival. Any questions, don't hesitate to call 860-685-8290.

The Department of Public Safety is located at 1111 Country Club Road, Middletown, Connecticut.

There is a charge of \$15.00 for fingerprinting service, payable by check or Money Order to the Treasurer, State of Connecticut.

Thank you.



**STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE  
Special Licensing and Firearms Unit**



**PISTOL PERMIT/ELIGIBILITY CERTIFICATE APPLICATION**

*(Pursuant to C.G.S. §§ 29-28 et. seq., 29-36 et. seq., and 53a-217 et. seq.)*

*By filing this application, it is suggested that you review the Connecticut General Statutes pertaining to this application, which can be accessed on the Internet at [www.cga.ct.gov](http://www.cga.ct.gov) or through your local library.*

**Type of Permit Requested:**

Check Box:

- 60 Day Temporary State Pistol Permit
- Non-Resident State Pistol Permit
- Eligibility Certificate to Purchase Pistols or Revolvers
- Eligibility Certificate to Purchase Long Guns

**Instructions:**

<b>Instructions for State Pistol Permits:</b>	<b>Instructions for Non-Resident State Pistol Permits:</b>	<b>Instructions for Eligibility Certificates to Purchase Pistols or Revolvers and/or Eligibility Certificates to Purchase Long Guns:</b>
<p>1. Complete this form (DPS-799-C) and submit to appropriate local authority (local police, resident state trooper or first select person, as applicable) along with all of the following:</p> <ul style="list-style-type: none"> <li>▪ Firearms Safety &amp; Use Course Certificate;</li> <li>▪ \$70.00, fee, payable to the local authority; and</li> <li>▪ Proof you are legally and lawfully in the United States (e.g., certified copy of birth certificate, U.S. passport or documentation issued by I.C.E.).</li> </ul> <p>2. Submit fingerprints for a criminal history check through a law enforcement agency. Fees include a \$75.00 fee and a \$13.25 fee, payable at the agency where the prints are taken. Fees must be paid by separate checks.</p> <p>3. Upon approval, the local authority will issue a Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C), effective for 60 days.</p> <p>4. Within the 60 day period, go to a DESPP, Division of State Police, pistol permit location and submit the following:</p> <ul style="list-style-type: none"> <li>▪ The Temporary State Permit to Carry Pistols and Revolvers (DPS-11-C) issued by the local authority;</li> <li>▪ A completed Application for State Permit to Carry Pistols and Revolvers (DPS-46-C);</li> <li>▪ \$70.00 fee, payable to <b>Treasurer, State of Connecticut</b>;</li> <li>▪ Proof you are legally and lawfully in the United States (e.g., certified copy of birth certificate, U.S. passport or documentation issued by I.C.E.); and</li> <li>▪ Proof of valid state issued photo identification card.</li> </ul> <p>5. Upon approval, <i>your photograph will be taken at DESPP and you will be issued a state pistol permit.</i></p>	<p align="center"><b>**CALL DESPP FOR PACKET**</b> <b><i>You must hold a valid permit or license to carry a pistol or revolver issued by a recognized United States jurisdiction.</i></b></p> <p>Complete this form and submit to DESPP, Division of State Police, pistol permit location along with all of the following:</p> <ul style="list-style-type: none"> <li>▪ Completed State of CT and Federal fingerprint card with \$75.00 fee and \$13.25 fee, payable to <b>Treasurer, State of Connecticut</b> for criminal history background checks;</li> <li>▪ Firearms Safety &amp; Use Course Certificate;</li> <li>▪ \$70.00 fee, payable to <b>Treasurer, State of Connecticut</b>;</li> <li>▪ Completed Application for State Permit to Carry Pistols and Revolvers form (DPS-46-C);</li> <li>▪ Completed DPS-129-C signed and notarized and 2x2 color photograph (passport style);</li> <li>▪ Copy of the permit or license to carry a pistol or revolver issued to you by a recognized United States jurisdiction;</li> <li>▪ Proof you are legally and lawfully in the United States (e.g., certified copy of birth certificate, U.S. passport or documentation issued by I.C.E.); and</li> <li>▪ Proof of valid state issued photo identification card.</li> </ul> <p><b>Out of State Pistol Permit Information:</b></p> <p>State of Issue: _____</p> <p>Expiration Date: _____</p> <p>Permit Number: _____</p>	<p>1. Complete this form and submit in person at DESPP Headquarters, Division of State Police, located at 1111 Country Club Road, Middletown, Connecticut along with the below:</p> <ul style="list-style-type: none"> <li>▪ Firearms Safety &amp; Use Course Certificate;</li> <li>▪ \$35.00 fee, payable to <b>Treasurer, State of Connecticut</b>;</li> <li>▪ Application for a State Eligibility Certificate for a Pistol or Revolver or for Long Guns (DPS-164-C);</li> <li>▪ Proof you are legally and lawfully in the United States (e.g., certified copy of birth certificate, U.S. passport or documentation issued by I.C.E.); and</li> <li>▪ Proof of valid state issued photo identification card.</li> </ul> <p>2. Submit fingerprints for a criminal history check through a law enforcement agency. Fees include a \$75.00 fee and a \$13.25 fee, payable at the agency where the prints are taken. Fees must be paid by separate checks.</p> <p>3. Upon approval, your photograph will be taken at DESPP and you will be issued an eligibility certificate.</p>

**For Department of Emergency Services and Public Protection (DESPP), Division of State Police, pistol permit locations, access [www.ct.gov/despp](http://www.ct.gov/despp) and follow the link to the Special Licensing and Firearms Unit or call (860) 685-8290. Note: All payments must be made with separate checks.**



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE

**Medical History:**

**Have you been confined in a hospital for mental illness in the past sixty (60) months by order of a Probate Court?**

NO YES If "YES," explain: (Attach additional sheet(s), if necessary)

**Have you been discharged from custody within the past twenty years after having been found not guilty of a crime by reason of a mental disease or defect?** NO YES

If "YES," explain: (Attach additional sheet(s), if necessary)

**Have you been voluntarily admitted to a hospital for mental illness within the past six (6) months for reasons other than solely for alcohol or drug dependence?** NO YES

If "YES," explain: (Attach additional sheet(s), if necessary)

**Notice:** DESPP herein notifies the applicant that, pursuant to C.G.S. §§ 29-28 through 29-38b, DESPP will be notified by the Department of Mental Health and Addiction Services if the applicant has been confined to a hospital for psychiatric disabilities within the preceding sixty (60) months by order of Probate Court, or if the applicant has been voluntarily admitted to a hospital for mental illness within the past six (6) months for reasons other than solely for alcohol or drug dependence.

**Criminal History:**

**Have you ever been ARRESTED for any crime, in any jurisdiction?** NO YES If "YES," list all arrests, indicating charges, locations, dates of arrest and dispositions. (Attach additional sheet(s), if necessary)

**Notice:** You are *not* required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to C.G.S. §§46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. 46b-146), an adjudication as a youthful offender (C.G.S. 54-76o), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon (C.G.S. 54-142a).

*With regard to criminal history information arising from jurisdictions other than the State of Connecticut:* You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to the law of the other jurisdiction. Additionally, you are not required to disclose the existence of an arrest arising from another jurisdiction if you are permitted under the law of that jurisdiction to swear under oath that you have never been arrested.

**Have you ever been CONVICTED under the laws of this state, federal law or the laws of another jurisdiction?**

NO YES If "YES," list all convictions, include charges, location, date of arrest, and disposition. (Attach additional sheet(s), if necessary)

**Are you currently on probation, parole, work release, in an alcohol and/or drug treatment program or other pre-trial diversionary program or currently released on personal recognizance, a written promise to appear or a bail bond for a pending court case?** NO YES If "YES," explain. (Attach additional sheet(s), if necessary)

**Within the past five (5) years, have you been the subject of a Protective Order or Restraining Order issued by a court in a case involving the use, attempted use or threatened use of physical force against another person, regardless of the outcome or result of any related criminal case?** NO YES

If "YES," which court issued the order?

**Military History:**

**Were you ever a member of the Armed Forces of the United States?** NO YES (If yes, please include a copy of your DD-214)

**Were you ever discharged from the Armed Forces of the United States with a less than Honorable Discharge?** NO YES

**STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE**

**Proof of Training:**

*\*Attach a copy of the letter or certificate attesting that you have completed a course in the safety and use of pistols and revolvers or long guns (as appropriate, depending upon which permit or certificate you are requesting), signed by the instructor of the course.*

**Instructor:** (Check applicable box)

- National Rifle Association**  
 **Department of Energy and Environmental Protection (DEEP)**  
 **Other:** \_\_\_\_\_

**State Instructor's Name and ID Number:** \_\_\_\_\_

**Declaration:**

I understand that any false statement herein, which I do not believe to be true and which is intended to mislead a public servant in the performance of his or her official function, is punishable by law (See CGS § 53a-157b). I further understand that any statement in this application that is determined to be false or inaccurate shall constitute grounds for the denial of such application. If approved before the facts are known, such approval shall be void if based on a false or inaccurate statement. My signature below attests to the accuracy, completeness and to the truth of all information supplied on this application:

I declare, under the penalties of false statement, that the answers to the above are true and correct.

Date \_\_\_\_\_ Signed \_\_\_\_\_

STATE OF \_\_\_\_\_

Print Name \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
 Name:  
 Notary Public  
 My Commission Expires:  
 Commissioner of Superior Court

**NOTICE: Appeal Process for Permits**

In the event that your application for pistol permit or eligibility certificate is denied or revoked, you may notify the Board of Firearm Permit Examiners, at: 165 Capital Ave., Suite. 1070, Hartford, CT 06106. Telephone: (860) 256-2947, in writing, within ninety (90) days, in order to begin your appeal process. At a hearing before the Board, you may request that your application be reconsidered or that your permit or eligibility certificate be reinstated.

**For Official Use Only:**

**Application Received:**

□□/□□/□□□□  
 Month/Day/Year

FBI Sent:  No  Yes  
 FBI Reply:  No  Yes  
 ICE Response:  No  Yes  
 DMHAS:  No  Yes  
 SPBI:  No  Yes  
 Number: \_\_\_\_\_

**Application Status:**

Approved  Denied

\_\_\_\_\_  
 (Signature and title of issuing authority)



# FBI Privacy Act Statement

*This privacy act statement is located on the back of the **FD-258 fingerprint card**.*

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 regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

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.

As of 03/30/2018

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# 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 employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.<sup>2</sup>
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI 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 FBI criminal history record for authorized purposes only and cannot 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.<sup>3</sup>

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 the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

<p><b>Connecticut Records:</b> <b>Department of Emergency Services and Public Protection</b> <b>State Police Bureau of Identification (SPBI)</b> <b>1111 Country Club Road</b> <b>Middletown, CT 06457</b> <b>860-685-8480</b></p>	<p><b>Out-of-State Records:</b> <b>Agency of Record</b> <b>OR</b> <b>FBI CJIS Division-Summary Request</b> <b>1000 Custer Hollow Road</b> <b>Clarksburg, West Virginia 26306</b></p>
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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a (b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 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 employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. **All notices must be provided to you in writing.**<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.<sup>2</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- 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 employment, license, or other benefit based on information in the FBI criminal history record.
- 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 <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- 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 by submitting a request via <https://www.edo.cjis.gov>. 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.)
- 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.<sup>3</sup>

If you need additional information or assistance, please contact:

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

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).