

## **Need to be fingerprinted for employment, licensing, permits, etc.?**

Please see detailed information below.

East Haven Police Department Fingerprinting Hours:

Fingerprinting Hours are Wednesdays only from 3:00PM to 7:00PM. Located at 471 N. High Street.

No appointment is necessary.

For additional locations and times, outside of East Haven, please click [here](#):

Service is provided by Biometric Identification Services.

**The cost for fingerprinting is \$30.00** Cash or Money Orders are accepted. Money orders payable to Biometric Identification Services.

## **PROCESS FOR OBTAINING PISTOL OR EMPLOYMENT BASED FINGERPRINTS**

Step 1: You MUST complete the "Pre-Enrollment" registration for fingerprints on the State website before arriving for fingerprints at the East Haven Police Department.

The State of Connecticut has implemented a new Criminal History Background Check procedure for fingerprints. The new system / procedure allows for an online registration to have your prints taken, you then can go to any municipal department or state trooper barracks and have the prints taken.

The website to register can be found at <https://ct.flexcheck.us.idemia.io/cchrspreenroll> at which time you will be presented with this page:

During registration you must use the code you obtained from the East Haven Police Department.

When complete print "Submit Service Code". The submission should confirm that this registration is for a Pistol Permit applicant in the Town of East Haven – Click "Yes – This information looks correct". When you have completed the full registration process, print your receipt. This receipt is required to be submitted to the East Haven Police Department with your fingerprint card.



# PreEnrollment

Welcome to the Connecticut Criminal History Request System (CCHRS). Use of this site implies acknowledgement that you are submitting a request for a fingerprint-supported criminal history record check, authorized by the State of Connecticut.

## Pre Enrollment

The agency, entity, or person asking you to submit this request will provide you a 'Service Code'. Please enter that code here:

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Submit Service Code

**NOTE:** If you have a CCHRS account, you can sign in [here](#).

After entering the 'Service Code' you will be presented with the following screen; Depending on what code you entered into the system the Applicant Type Field will change to indicate your selection and code. So, if you're registering for pistol permit fingerprints and you entered the correct pistol permit code, your applicant type will indicate "Pistol Permit". If you're registering for employment fingerprints and you entered the correct code, your Applicant Type will be shown as State Only Fingerprint Support Search.

After accepting that your information is correct, you will then be presented with a Pre-Enrollment page.

Complete all applicable information as thorough as possible. All fields in bold font / blue highlight are mandatory fields to move forward with this application.

Upon completion click the "Submit Pre-Enrollment" tab on the lower right-hand corner of the page.



# PreEnrollment

## Pre Enrollment

[8945-DBFA]

### EAST HAVEN POLICE DEPARTMENT

#### Pistol Permit

**NOTE:** Please make sure all mandatory fields are completed (mandatory fields are in **bold** with asterisk\* & blue highlight.)

<b>Last Name*</b>	<input type="text" value="Last Name"/>
<b>First Name*</b>	<input type="text" value="First Name"/>
Middle Name	<input type="text" value="Middle Name"/>
Suffix	<input type="text" value="v"/>
<b>DOB*</b>	<input type="text" value="mm/dd/yyyy"/>
SSN	<input type="text" value="###-##-####"/>
<b>Sex*</b>	<input type="text" value="Select Sex"/>
<b>Race*</b>	<input type="text" value="Select Race"/>
Hispanic	<input type="checkbox"/> Hispanic Indicator
<b>Height (508: 5 feet 8)*</b>	<input type="text" value="###"/>
<b>Weight*</b>	<input type="text" value="###"/>
<b>Eye Color*</b>	<input type="text" value="Select Eye Color"/>
<b>Hair Color*</b>	<input type="text" value="Select Hair Color"/>
<b>Place of Birth*</b>	<input type="text" value="Select Country"/>
Country of Citizenship	<input type="text" value="Select Country"/>
Miscellaneous Identifying Number (MNU)	Number
<input type="text" value="Select Code"/>	<input type="text" value=""/>

**Contact Information:** *(email address needs to be valid and complete or notifications from the system will not be received)*

Phone	<input type="text" value="###-###-####"/>
<b>Email Address*</b>	<input type="text" value="email@site.com"/>
<b>Email Confirmation*</b>	<input type="text" value="email@site.com"/>

A confirmation page will then be generated confirming the registration process is complete. An applicant tracking number will be generated.

**THE TRACKING NUMBER IS NECESSARY TO BE FINGERPRINTED. MAKE SURE TO TAKE YOUR CONFIRMATION WITH YOU TO BE FINGERPRINTED, YOU WILL ALSO RECEIVE A COPY IN YOUR EMAIL THAT YOU PROVIDED.**

## Expandable Section

Pistol permit application w/ checklist 435.44 KB

[View PDF](#)