

# ONLINE ASSAULT WEAPON APPLICATION HOW-TO

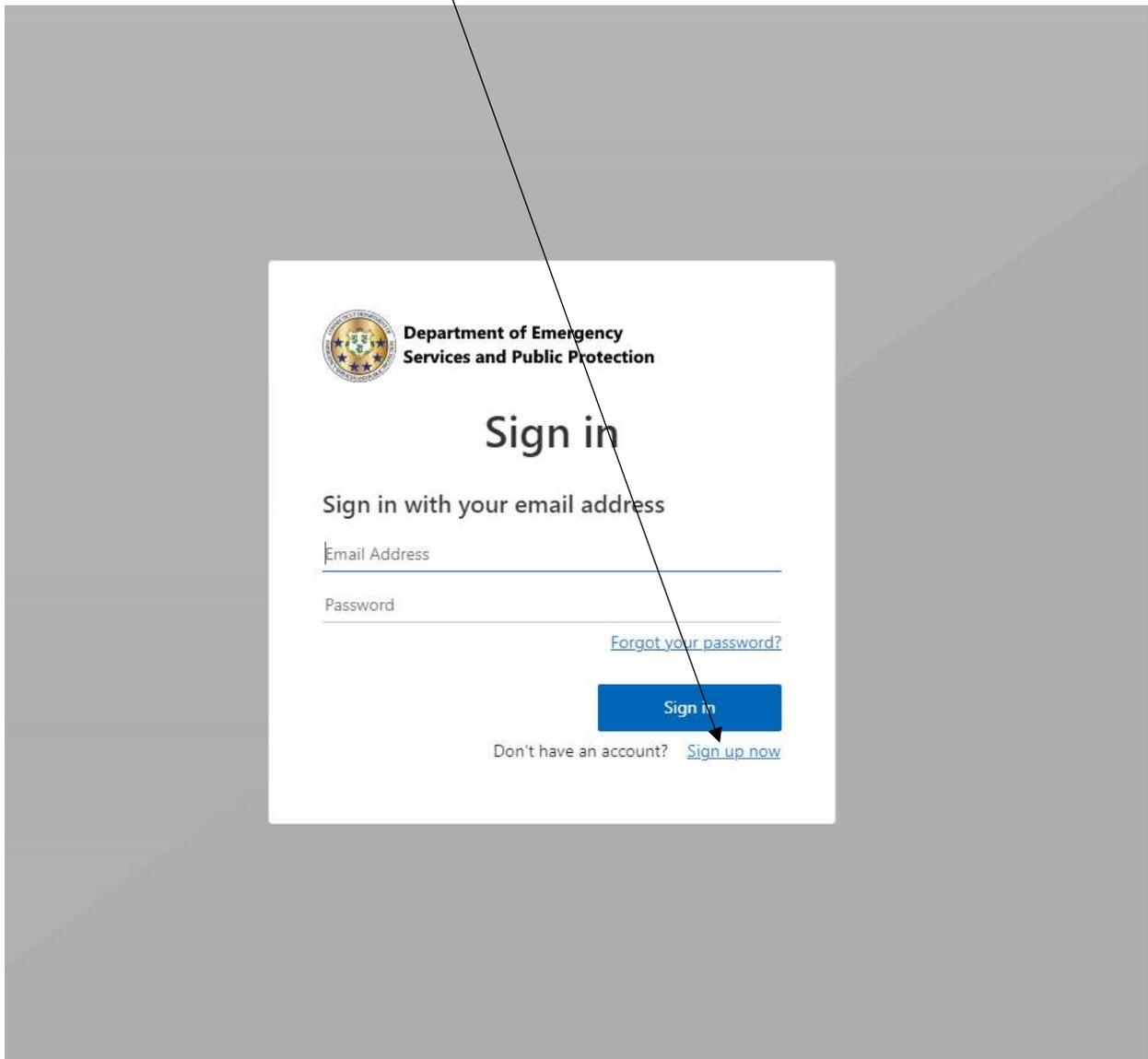
**BEFORE BEGINNING THIS PROCESS, PLEASE HAVE THE FOLLOWING READY AND AVAILABLE AS SEPARATE FILES:**

- COPY OF YOUR COMPLETED AND SIGNED DPS-414-C (WITH THE THUMBPRINT)
- A COPY OF YOUR PROOF OF PURCHASE IN THE FORM OF A DPS 3, RECEIPT OR SWORN AFFIDAVIT

**THIS PROCESS IS BEST COMPLETED ON A COMPUTER AND NOT A MOBILE DEVICE.**

**STEP 1:**

UTILIZE AN EMAIL TO CREATE AN ACCOUNT. THE SAME EMAIL **CAN NOT** BE UTILIZED FOR MULTIPLE ACCOUNTS.



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## **STEP 2:**

YOU WILL BE WALKED THROUGH THE MULTI FACTOR AUTHENTICATON PROCESS, AND ULTIMATELY END UP AT THIS SCREEN. IF YOU HAVE A PISTOL PERMIT OR ELIGIBILITY CERTIFICATE, PLEASE ENTER THAT NUMBER ALONG WITH ANY OTHER CORRESPONDING INFORMATION INTO THE FIELDS.

IF YOU DO NOT HAVE A PERMIT OR ELIGIBILITY CERTIFICATE, CLICK HERE.

Connecticut State  
**Department of Emergency Services and Public Protection**

## Verify Account

Please enter your Pistol Permit/Guard Card/Special License Number, DOB, and Driver's License/State Issued ID Number, and then click the Next button to find your record in the system.

If you do not have a current Permit, Eligibility Certificate or License issued by SLFU, [click here](#)

Pistol Permit/Guard Card/Special License Number \*  
*Enter Number*

DOB (MM/DD/YYYY) \*  
*Enter your date of birth*

Driver's License/State Issued ID Number \*  
*Enter your ID Number*

I'm not a robot  reCAPTCHA  
Privacy - Terms

\* Indicates required field

IF YOU HAVE A PERMIT/ELIGIBILITY CERTIFICATE, GO TO STEP 3.

IF YOU DO NOT HAVE A PERMIT ELIGIBILITY CERTIFICATE, GO TO STEP 3A.

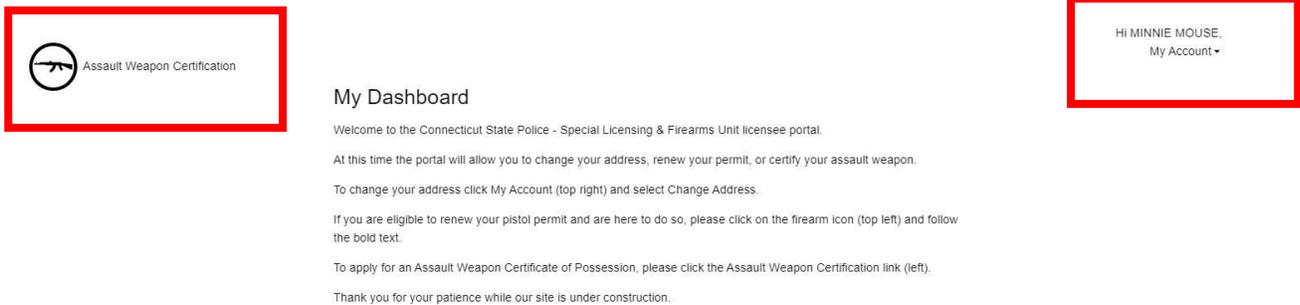
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## **STEP 3 (IF YOU HAVE A PERMIT):**

AFTER LOGGING IN, YOU WILL BE TAKEN TO THE MAIN DASHBOARD. ON THE LEFT OF THE PAGE YOU WILL CLICK ON “ASSAULT WEAPON CERTIFICATION”.

**NOTE:** YOUR INFORMATION SHOULD BE IN THE TOP RIGHT CORNER OF THE PAGE, AND THAT IS WHERE YOU CAN GO TO CHANGE YOUR ADDRESS AT ANY TIME IN THE FUTURE. IF YOUR PISTOL PERMIT IS UP FOR RENEWAL, YOU WILL SEE AN ADDITIONAL ICON ON THE LEFT THAT SAYS “PISTOL PERMIT RENEWAL”

**\*\*GO TO STEP 4\*\***



**Assault Weapon Certification**

Hi MINNIE MOUSE,  
My Account ▾

### My Dashboard

Welcome to the Connecticut State Police - Special Licensing & Firearms Unit licensee portal.

At this time the portal will allow you to change your address, renew your permit, or certify your assault weapon.

To change your address click My Account (top right) and select Change Address.

If you are eligible to renew your pistol permit and are here to do so, please click on the firearm icon (top left) and follow the bold text.

To apply for an Assault Weapon Certificate of Possession, please click the Assault Weapon Certification link (left).

Thank you for your patience while our site is under construction.

## **STEP 3A (IF YOU DON'T HAVE A PERMIT)**

ENTER YOUR INFORMATION AND THE SYSTEM WILL LOOK FOR AN ALREADY EXISTING ACCOUNT WITHIN SLFU OR CREATE AN ACCOUNT FOR YOU. YOU WILL BE TAKEN TO THE MAIN DASHBOARD. ON THE LEFT OF THE PAGE YOU WILL CLICK ON “ASSAULT WEAPON CERTIFICATION”.

## Enter Your Information

Please enter the following information below. Fields with a \* indicate a required field.

### Personal Information:

First Name\*

Middle Name

Last Name\*

Suffix

Driver's License/State Issued ID Number\*

Date of Birth\*  
mm/dd/yyyy

Height (Example: 5'7")\*

Weight\*

Sex\*

### Mailing Address:

# ONLINE ASSAULT WEAPON APPLICATION HOW-TO

## STEP 4

THIS SCREEN WILL LIST ALL FIREARMS CURRENTLY REGISTERED TO YOU. PLEASE LOOK FOR THE FIREARM/FIREARMS YOU ARE LOOKING TO OBTAIN A CERTIFICATE FOR. WHEN FOUND, PLEASE CLICK ON "NEW CERTIFICATE APPLICATION". IF THE FIREARM IS NOT LISTED, PLEASE CLICK [HERE](#).

**NOTE:** DUE TO A BACKLOG OF DPS-3'S NOT ALL PURCHASED FIREARMS HAVE BEEN REGISTERED YET.

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 Assault Weapon Certification HI MINNIE MOUSE,  
My Account ▾

[Return to Dashboard](#)  
[Assault Weapon Overview](#)

If the firearm you are looking for is not listed below, please [click here](#) to enter your firearm information.

Registered Firearms					
Manufacturer	Importer	Serial Number	Model	Caliber	Unique ID/Markings
UNKNOWN MANUFACTURER		CBA123	AMERICA 15	MULTI	

[New Certificate Application](#)

## STEP 5

ON THE NEXT SCREEN YOU WILL BE REQUIRED TO:

1. VERIFY YOUR ADDRESS
2. ATTACH A COPY OF THE COMPLETED DPS-414, TO INCLUDE FINGERPRINT (ONE FORM FOR EACH FIREARM). CLICK SAVE. [LINK](#) WILL APPEAR NEXT TO "CHOOSE FILE" IF UPLOADED CORRECTLY.
3. ATTACH A COPY OF THE DPS-3, BILL OF SALE, OR AFFIDAVIT FOR THE PURCHASE OF THIS FIREARM. [LINK](#) WILL APPEAR NEXT TO "CHOOSE FILE" IF UPLOADED CORRECTLY.
4. PROVIDE THE INFORMATION ON THE FIREARM (IF IT IS NOT ALREADY REGISTERED TO YOU). **\*PLEASE SELECT "UNKNOWN MANUFACTURER" IF THE MANUFACTURER OF YOUR FIREARM IS NOT LISTED\***

## STEP 6

ONCE YOU SUBMIT EVERYTHING FOR THAT FIREARM, YOU WILL RECEIVE A NOTICE AT THE TOP OF THE SCREEN CONFIRMING IT HAS BEEN SUBMITTED AND YOU WILL ALSO RECEIVE AN EMAIL CONFIRMATION. **PLEASE CHECK YOUR JUNK/SPAM FOLDER FOR THE CONFIRMATION, THE EMAIL WILL COME FROM [DESPP.SLFU@CT.GOV](mailto:DESPP.SLFU@CT.GOV). IF IN JUNK/SPAM, PLEASE ADD THE EMAIL ADDRESS TO YOUR SAFE SENDER LIST.**

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 Assault Weapon Certification HI MINNIE MOUSE,  
My Account ▾

[Return to Dashboard](#)  
[Assault Weapon Overview](#)

### To Do

Your application has been successfully submitted for the firearm noted below. You will receive your full certificate by email once SLFU has reviewed and approved your application. If you would like to apply for a Certificate of Ownership for another firearm, please return to the Overview Page by clicking the link to the left and submitting a separate application.

# ONLINE ASSAULT WEAPON APPLICATION HOW-TO

## STEP 7

IF YOU HAVE MORE THAN 1 FIREARM, PLEASE CLICK ON “ASSAULT WEAPON OVERVIEW” AND COMPLETE THE SAME PROCESS FOR EACH FIREARM YOU WISH TO REGISTER. NOTE, THAT THE APPLICATIONS YOU HAVE ALREADY SUBMITTED WILL NOW SHOW THE APPLICATION NUMBER AND THE STATUS AS “PENDING REVIEW”.

Manufacturer	Importer	Serial Number	Model	Caliber	Unique ID/Markings
COLT		ABC321	PINEAPPLE	5.56	
Application/Temp Number	Status	Date Received	Certificate Number	Issue Date	
64177	Pending Review	09/07/2023			

IF YOU HAVE **NOT FULLY COMPLETED** YOUR SUBMISSION, THE APPLICATION WILL HAVE A BLUE HYPERLINK AND SAY “PENDING”. CLICK ON THE HYPERLINK, FINISH THE APPLICATION AND SUBMIT. THE STATUS WILL NOW SHOW THE APPLICATION NUMBER AND THE STATUS AS “PENDING REVIEW”.

Manufacturer	Importer	Serial Number	Model	Caliber	Unique ID/Markings
UNKNOWN MANUFACTURER		CBA123	AMERICA 15	MULTI	
Application/Temp Number	Status	Date Received	Certificate Number	Issue Date	
<a href="#">64175</a>	Pending	09/07/2023			

## STEP 8

ONCE SLFU HAS PROCESSED YOUR APPLICATION AND ISSUED A CERTIFICATE, THE DASHBOARD WILL SHOW THAT THE STATUS IS APPROVED AND THE CERTIFICATE NUMBER WILL BE LISTED. YOU WILL ALSO GET AN EMAIL THAT CONTAINS THE ACTUAL CERTIFICATE OF POSSESSION YOU SHOULD KEEP FOR YOUR FILES. YOU WILL NOT BE RECEIVING ANYTHING IN THE MAIL. IF YOU SUBMIT THE APPLICATION ELECTRONICALLY, YOU WILL RECEIVE THE CERTIFICATE ELECTRONICALLY.

Manufacturer	Importer	Serial Number	Model	Caliber	Unique ID/Markings
COLT		ABC321	PINEAPPLE	5.56	
Application/Temp Number	Status	Date Received	Certificate Number	Issue Date	
<a href="#">64177</a>	Approved	09/07/2023	82382	09/07/2023	

### **SOME THINGS TO NOTE:**

\*THE LAST DATE TO COMPLETE THIS PROCESS IS 4/30/2024. PLEASE NOTE THAT IT WILL TAKE US A SUBSTANTIAL TIME TO PROCESS THESE ASSAULT WEAPON APPLICATIONS. AS LONG AS YOU HAVE THE EMAIL WITH THE MAKE/MODEL/SERIAL NUMBER, SAYING THAT IT HAS BEEN SUBMITTED, THEN YOUR APPLICATION WILL BE PROCESSED.

\*PLEASE MAKE SURE YOUR ADDRESS, PHONE NUMBER, AND EMAIL ARE CORRECT. IF WE HAVE QUESTIONS OR ISSUES, THIS WILL BE HOW WE CONTACT YOU.

\*PLEASE COMPLETE THIS PROMPTLY. THIS WILL ALLOW US AMPLE TIME TO ASSIST WITH ANY QUESTIONS. EMAIL IS THE BEST METHOD TO CONTACT US REGARDING QUESTIONS

[DESPP.SLFU@CT.GOV](mailto:DESPP.SLFU@CT.GOV)