

SCHENECTADY COUNTY PISTOL PERMIT INSTRUCTIONS

Handgun Permit Requirements:

Penal law 400.00 requires basic criteria to be established in order for a license to be issued, including but not limited to the following. The applicant must demonstrate:

- Good moral character.
- Have no felony convictions, nor other convictions of a serious offense.
- Absence of any mental illness or confinement to any hospital/institution for mental illness.
- Lack of good cause for denial of license.

In addition you must:

- Be 21 years of age or older. You may apply earlier if you have been honorably discharged from United States Army, Navy, Marine Corps, Air Force or Coast Guard, or the National Guard of the State of New York.
- Have been a resident of Schenectady County for at least 6 months before applying.
A Schenectady mailing address does not make you a resident. Your home must actually be in Schenectady County.

Please read the instructions carefully, they will guide you through the process. Your application must be completely filled out in BLACK ink and must be LEGIBLE, do not use white out. If your application is incomplete or illegible it can be rejected and it will cause delays.

Printing the application:

- The application PPB-3 (2/17) consists of 2 pages. Print 3 double sided copies of the application.
- To request to have more than 4 guns added to your permit, use the third page PPB-3A. Print 3 of these single sided, complete one for each application.

Completing the application:

- The application form must be completed in triplicate, starting with the last name line.
- DO NOT write above that line, those boxes are for office use only.
- It must be typewritten or neatly printed in **BLACK INK** and all signatures must be original.
- Answer all questions, do not leave any blanks.
- If you do not have a middle initial please use NMI (No Middle Initial) anywhere the middle initial is requested on the application and the character references
- Enter your physical home and business address, not a PO Box.
- Enter your height in feet and inches and weight in pounds.
- List your four references and their addresses.
- Have all four references sign all three applications in the space provided after their name and address.
- **Disclose all convictions of a felony or serious offense, regardless of when or where the arrest occurred. You will need a certificate of disposition on each offense. Please note you will be asked for additional information and dispositions below.**
- **Answer ALL the yes and no questions.**
- **Provide a complete explanation for all convictions listed and anything you answered yes to. Please use a separate piece of paper if necessary**

- **Neatly list the complete firearm information from your receipt. If any of the information on your receipt is incorrect you must obtain a corrected receipt before submitting your application.**
- **Print the name of the dealer or individual you obtained the gun from or are co-registering with in the column headed Property Of.**
- You must submit three non-blurry original passport type photos, measuring 2 by 2 inches.
- Photos must have been taken within the past 30 days and show your current appearance, facing front with a plain white background.
- Photocopies, poorly printed photos and selfies **ARE NOT** acceptable.
- Attach photos with glue not staples.
- You must sign all three applications in the presence of a notary.
- The notary must have you swear that the information being submitted is truthful, complete the full jurat, sign and provide their notary information.

You will submit your application and all the supporting documentation when you are fingerprinted.

Required with your application:

1. A notarized letter to the Honorable Matthew J. Sypniewski with:

- A full detailed explanation of your **REASON(S) AND PURPOSE(S)** for requesting a pistol permit.
- Specific information on how handguns will be **STORED AND SECURED** while not in use.
- A paragraph stating where you have been employed and where you have resided for the past five years.
- Provide a daytime phone number.

2. In a separate notarized letter to The Honorable Matthew J. Sypniewski:

READ CAREFULLY AS THIS REQUIRES MORE INFORMATION THAN THE APPLICATION DOES.

- **Disclose ALL ARRESTS, indictments, and convictions, regardless of when or where the arrest occurred.**
- **This includes arrests that did not result in a conviction, including but not limited to Dismissals, Youthful Offender Status and Adjournment in Contemplation of Dismissal.**
- **Provide certificates of disposition and a complete explanation of any and all arrests.**
- **WARNING: Failure to disclose your criminal history on your application, in your letter and/or to your references will result in your application being DENIED.**
- **If you are denied for failure to disclose you must wait 1 year to reapply. You will have to submit all new paperwork and repay the fees.**

3. An original safety course certificate showing:

- You have successfully completed the handgun safety training program with one of the approved programs. Information on these programs can be found on the Schenectady County website.
- The course was completed **WITHIN ONE YEAR PRIOR** to the date you submit your applications to the Sheriff's office. You will submit your application and all off your supporting documentation when you get fingerprinted.

4. Bill of Sale:

- A permit is to possess a particular handgun(s); the following information must be furnished with your application.
- The bill of sale must include:

- a. your name and address
 - b. the make, model, caliber, serial number, and the type of action
 - c. the name and address of the dealer/store
- If it is a private sale/co-registration, the receipt or co-registration form must show:
 - a. your name and address
 - b. the make, model, caliber, serial number, and the type of action
 - c. the name, address and permit number of the seller
 - d. **It must be notarized**
- There are bill of sale/co-registration forms that can be downloaded from Schenectady County's website.
- Law enforcement Officers should submit endorsed C forms to add firearms they already own.
- Please be sure all paperwork is legible.

Character References:

- You must have four character references who have known you for at least 1 year.
- References should reside in New York State but are not limited to Schenectady County.
- Download the forms from the Schenectady County Clerk's website.
- Give the forms to the people you have chosen to use as references.
- Have them sign all three of your applications.
- **They are required to completely fill out the forms. All addresses must include city and state.**
- **In order for them to answer all the questions you must disclose to them ALL ARRESTS, indictments, and convictions, regardless of when or where the arrest occurred. This includes arrests that did not result in a conviction, including but not limited to Dismissals, Youthful Offender Status and Adjournment in Contemplation of Dismissal.**
- Their signature must be witnessed; it does not have to be notarized.
- **They must mail the forms directly to the Sheriff's office; the address is on the back of the form.**
- It is a blind reference; you may not see it and they will not be accepted from you.
- While not required, it is suggested that your spouse be a reference as they will be impacted by the presence of a handgun in the home.
- If you do not have or live with a spouse you may use one relative that you are currently living with.
- You may not use any other relatives or elected officials.
- You may choose to have a law enforcement official be a character reference.
- References may be personally contacted by the investigating agency as part of the investigation process.

Fingerprinting:

- **The applicant must be fingerprinted at the Schenectady County Sheriff's Office.**
- **All references must be received before you can be fingerprinted.**
- **YOU WILL BE NOTIFIED BY MAIL when all four references have been received.**
- Once you receive that letter you are ready to be fingerprinted.
- Fingerprinting is done Tuesday and Wednesday 12 pm to 2 pm and Thursday 6 pm to 8 pm.
- You do not need an appointment.
- Bring your applications, letters to the Judge, safety course certificate, and bill of sale or co-registration form for your handgun(s). Include your certificates of disposition for any arrests and/or convictions.
- Fingerprinting is done electronically.
- The records are checked by the New York State Division of Criminal Justice Services and the FBI.
- The fees for this service are **\$115.25** and **may only be paid with a MONEY ORDER** made payable to Schenectady County. The Sheriff is not authorized to accept bank checks, personal checks or credit cards.
- **No children are allowed to accompany you when you are fingerprinted.**

What happens next:

- You will receive written notification from the Sheriff when your background check is complete.
- At that time your application will be forwarded to the County Clerk's Office.
- Your application will be entered into the database.
- The County Clerk's Office will review your application for completeness.
- If everything is in order your application will be forwarded to **the Honorable Matthew J. Sypniewski**.
- When the Judge completes his evaluation of your application **YOU WILL BE NOTIFIED BY MAIL.**
- If approved an appointment notice will be included with the Judge's letter.
- Your appointment is with the County Clerk's Office on the 3rd Floor at 620 State Street.
- The County Clerk's Office will issue your permit at that appointment.
- **A \$10.00 fee is due when your permit is issued.**
- If you are adding more than one handgun there is an additional fee of \$3.00 per gun. Information on the handguns must have been submitted with your original application. Any guns acquired after submitting your application will require an additional appointment.
- Payment can be made in cash or by personal check made payable to the Schenectady County Clerk.