

Instructions for Pistol Permit Applicants.
If you have any questions call 845 291-7942

Description of forms in this Packet:

Form PPS-19:

This form is a checklist of all the documents you will need to provide to the Pistol Permit Unit at the Sheriff's Office on the day of your interview. This checklist should be turned in at the time of your interview. Your interview will follow your fingerprinting and a preliminary background investigation. Your interview will be scheduled by an investigator at the Pistol Permit Unit of the Orange County Sheriff's Office.

Form PPS-05:

This form is titled Pistol Permit Pedigree Sheet. Complete the form as indicated.

Form PPS-15:

This form is titled Arrest Affidavit. Complete this form as indicated. An investigation will take place to verify the information you provide as truthful and accurate. **If you have ever been arrested you should begin contacting the respective courts because an original copy of the disposition is required.**

Form PPS-06:

This form is titled Additional Arrests. This form is for your use in the event that you have **more than** two (2) arrests to document. On your application that you will receive at fingerprinting, there is space to document two (2) arrests.

Form PPS-25:

This form is titled Notice to Pistol Permit Applicants. This is simply a notification that you the applicant have sixty days from the date you are fingerprinted to turn in all necessary documentation along with your completed application. If you do not return your paperwork in a timely manner, your fingerprints will need to be redone and you will incur an additional fingerprinting fee.

Form PPS-16:

This form is titled Pistol Permit Background Investigation Character Reference Questionnaire. You are required to provide four (4) character references along with your pistol permit application. Print four (4) copies of this form. Your references must complete this form, appear before a notary swearing that the content is truthful and accurate, and sign the form in the presence of the notary.

Your references must meet the following criteria:

- Must live in Orange County
- Cannot be related to you or to each other (not even by marriage)
- Cannot live in the same household

NYS Firearms License Request for Public Records Exemption:

This form is a state form and is optional for you to complete. You must complete this form if you wish for your information concerning your firearms license application and/or your firearms license to not be a public record.

Call (845) 291-7932 to schedule an appointment for fingerprinting. The following pages are a guide to completing the application you receive at your fingerprinting.

The day you are fingerprinted you will be given two original applications, they will have your photo on the front and your fingerprints on the back. These (2) originals must be returned with the four (4) reference sheets. **Keep these instructions as a guide for completing your original applications which you will receive at fingerprinting.**

Front of Application

**1. Fill in: *Employed by:* *Nature of Business:* *Business Address:*
*Check Carry Concealed***

License is required for the following reason; (Enter the reasons you are requesting a permit. If you are requesting an unrestricted permit, you will state 'unrestricted' here. You must write a separate letter requesting an unrestricted permit.)

2. SUPPLY FOUR CHARACTER REFERENCES

There are four lines for references on the front of your application

- Your references must live in Orange County.
- They cannot be related to you or **each other**. (Not even by marriage)
- They cannot live in the same household.

Each of your four references completes the reference sheet (**Form PPS-16**), goes before a notary, swears to the content and signs in front of the notary. (The SS on the reference stands for sworn statement, not social security number) After the reference sheets are returned to you, your references need to write their name and address on both of your applications under the reference section and sign.

3. Arrest Information

IMPORTANT: You must disclose ALL arrests including juvenile, youthful offender and/or sealed.

*Have you been arrested? **If No, Check and Initial by No***

*Have you been arrested? **If Yes, Check and Initial by Yes and see additional instructions below.***

Applicants with Arrests: List first two arrests on your application. Third or more on *additional* arrest form.

- Original Certificate of Disposition from the Court of jurisdiction, ***must be unsealed!!***
- Letter of Explanation: In own words, a summary of what lead to your arrest.
- Submit one Court Disposition and one "*Letter of Explanation*" for each arrest.

4. Bring both of your applications to a Notary and swear to the answers of the six questions.

The notary will fill out the bottom section and you will sign under your photo.

Any "YES" answers must be explained on the last two lines or on a separate sheet of paper and signed.

For clarification "Jurat" means truthfully signing in the presence of a Notary.

Back of Application:

5. On the rear of both of your applications make sure you signed after your address after "US".

6. Enter your gun Information:

Manufacturer, Pistol or Rev, Serial number, Model, Property of (see below);

- Enter the first five guns on the rear of both applications. Enter additional guns on additional gun sheet
- **Note:** If you purchased a gun from a gun store it is still property of that gun store.
- If you're an active Police Officer it is your property.
- If you are Co-Sharing guns it is the property of the person giving you the authority to co-share.
- If you are sharing a gun you must obtain a **notarized letter** from the owner stating he/she is allowing you to share and describing the guns he/she is sharing with you. A legible copy front and back of their pistol permit showing the guns listed must also be submitted.

7. Refer to your Pistol Permit Application Checklist for Other Documents to Return Including:

- **Original Gun Safety Course:** Must Meet NRA, NYS or FBI Standards
- **DD214 for military.** Good for ten years, MUST SHOW PROFICIENCY WITH A PISTOL.
- Your **Arrest Affidavit:** completed (answer question after question mark yes or no) and notarized.
- Two (2) utility bills with your name and address. (The bills must be from your Electric, Gas, Water, Phone or Cell phone bill). If no bills are addressed to you at your residence, you must provide the name of the billed party. That individual must furnish two bills along with a notarized letter stating that you are a resident of their household.
- **Return two (2) self addressed letter sized envelopes with stamps attached. No return address.**

Active/Retired Police and Corrections:

Good Guy Letter, Voucher (PETS). Letter to the Judge requesting unrestricted full carry.

****Return your application with all documents between the hours of 1:00pm to 3:00 pm on Monday thru Saturday, 9am to 1pm on Wednesday. ****

X

PISTOL PERMIT APPLICATION CHECKLIST

Name: _____ D.O.B. _____ SO: _____

Please advise applicants to bring the following documents to the interview:

- Computer printed turn by turn directions from OC Sheriff's Office using starting address at 110 Wells Farm Road to their residence (if no computer available, you may hand write turn by turn directions).
- 2 utility Bills with Applicant's Name and Address**
- Valid New York State Driver's License
- Original & copy of Gun Safety Certificate
- Information on ALL firearms that are going to be put on their permit including the Caliber, Make, Model, Serial Number, Etc., and the Gun store Receipt or Voucher
- Certified copy of Court Dispositions for ALL prior arrests**
- A letter describing the circumstances of all prior arrests**
- Original & copy of the their Good Guy letter (Police & Peace Officers)
- A letter to the Judge {To Whom It May Concern} requesting an Unrestricted Full Carry permit
- Valid Identification card (Police & Peace Officers)
- Two (2) self-addressed & stamped envelopes
- Arrest Affidavit-Must be Submitted by all Applicants.**

Return your application with all documents between the hours of 2:00pm to 6:00 pm on Monday Tuesday, Thursday and Friday. Wednesday 9am to 12 noon.

ARREST AFFIDAVIT

Your pistol license application specifically states:

"Have you ever been arrested or indicted anywhere for any offense, including D.W.I. (Except Traffic Infractions)?"

You MUST state **any and all, including sealed arrests** regardless of whether or not you were convicted. **IMPORTANT: You must disclose all arrests including juvenile, youthful offender and/or sealed.**

An investigation will take place to verify the information provided. You MUST also provide any and all police interactions during your application process. You will provide this information in writing within five (5) business days of any police interaction.

ANY OMISSION OF FACT OR ANY FALSE STATEMENT WILL BE SUFFICIENT CAUSE TO DENY THIS APPLICATION AND CONSTITUTES A CRIME PUNISHABLE BY FINE, IMPRISONMENT OR BOTH.

Any false statements made herein is a class A misdemeanor pursuant to section 210.45 of the New York State Penal Law.

Please print the following information:

Full Name: _____

Physical Address: _____

	LOCATION	CITY	STATE	ZIP CODE
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Mailing Address: _____

(if different)	LOCATION	CITY	STATE	ZIP CODE
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Contact Phone (Numbers) () () ()

	HOME	WORK	CELLULAR
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Applicant's Signature

Signed and sworn to before me
this _____ day of _____, 20 _____

Notary Public

Notice to Pistol Permit Applicants:

YOU HAVE 60 DAYS TO RETURN THE APPLICATION TO THE SHERIFF'S OFFICE AFTER YOU ARE FINGERPRINTED.

NEW FINGERPRINTS MUST BE TAKEN FOR YOUR PERMIT IF THE PAPERWORK IS NOT RETURNED WITHIN 60 DAYS. YOU WILL HAVE TO PAY ANOTHER FINGERPRINTING FEE AND THIS CAN ONLY BE DONE AT THE ORANGE COUNTY SHERIFF'S OFFICE.

Signature Acknowledging the Above

Date

Investigator Name

Shield #

When you return your paperwork you will have the investigator sign below. This is your receipt of when and to whom you submitted your paperwork.

Submitted to Investigator: Shield #:

Date

PISTOL PERMIT BACKGROUND INVESTIGATION CHARACTER REFERENCE QUESTIONNAIRE

Name _____ DOB: _____ Date: _____

Physical Address _____

Mailing Address _____

Daytime phone _____ Evening phone _____

In regards to the pistol license application of _____

1. How long have you known the applicant? _____

2. Is applicant related to you? _____

3. To your knowledge has the applicant ever engaged in illegal activity? _____

4. To your knowledge is the legal residence of the applicant in Orange County? _____

5. In your opinion, do you believe the applicant to be of good moral character? _____

Remarks, if any:

NOTICE: ANY FALSE STATEMENTS THAT ARE MADE IN THIS DOCUMENT ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.05 OF THE PENAL LAW.

PRINT NAME

SIGNATURE

STATE OF NEW YORK :

: SS:

COUNTY OF _____:

On the _____ day of _____ 20 _____ before me personally came

To me known, or provided to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

NYS Firearms License Request for Public Records Exemption

Pursuant to section 400.00 (5) (b) of the NYS Penal Law

I am: **an applicant** for a firearms license **currently licensed** to possess a firearm in NYS

Name _____ Date of Birth _____

Address _____ City _____ State _____

Firearms License # (if applicable) _____ Date Issued _____

Licensing Authority / County of Issuance or Application _____

I hereby request that any information concerning my firearms license application or firearms license not be a public record. The grounds for which I believe my information should **NOT** be publicly disclosed are as follows: *(check all that are applicable)*

1. My life or safety may be endangered by disclosure because:

- A. I am an active or retired police officer, peace officer, probation officer, parole officer, or corrections officer;
- B. I am a protected person under a currently valid order of protection;
- C. I am or was a witness in a criminal proceeding involving a criminal charge;
- D. I am participating or previously participated as a juror in a criminal proceeding, or am or was a member of a grand jury;

2. My life or safety or that of my spouse, domestic partner or household member may be endangered by disclosure for some other reason explained below: *(Must be explained in item 5 below)*

3. I am a spouse, domestic partner or household member of a person identified in A, B, C or D of question 1.

(Please check any that apply)

A _____ B _____ C _____ D _____

4. I have reason to believe that I may be subject to unwarranted harassment upon disclosure.

5. *(Please provide any additional supportive information as necessary)*

I understand that false statements made herein are punishable as a class A misdemeanor. I further understand that upon discovery that I knowingly provided any false information, I may be subject to criminal penalties and that this request for an exemption shall become null and void.

Signature

Date