



PISTOL PERMIT APPLICATION INSTRUCTIONS

** Refer to attached sample application for assistance
**BOTH applications must be completed and in BLACK INK ONLY

ON FRONT OF APPLICATION

1. Complete (2 lines) present occupation information
 2. Check appropriate box stating what type of pistol permit you are applying for
 - a. "Possess on Premises" – to have in your home at home address provided
 - b. "Carry Concealed" – all other purposes to travel with even for transportation to gun range
 - c. "Possess/Carry during employment"
- NOTE: "Carry Concealed" is not the same as an "Unrestricted" – If one wants to carry the gun with them 24/7, this would be an *unrestricted* permit. Proper Cause must be show for the need for one and described in detail.
3. State the reason(s) you feel you need a pistol permit license **SEE ATTACHED LETTER **
 4. You must have four (4) character references complete their name, address and signature section.
 - a. Your character references cannot be a member of your household, law enforcement, or a family member.
 - b. Your character references MUST be Wayne County residents
 - c. Character references MUST have known you for AT LEAST THREE YEARS or as long as you have lived in Wayne County.
 1. If you have lived in Wayne County less than three years you must complete the supplemental reference form. Three additional notarized references must be provided who live in the state/county of your previous address and have known you for at least 3 years.
 5. Check box 'yes' or 'no' to answer if you have ever been arrested, summoned, charged or indicted anywhere for ANY offense, including DWI (except traffic infractions). **SEE ATTACHED "What Does Arrest Mean?"
 - a. This includes any SEALED or Juvenile offenses
 6. If 'yes', provide information regarding charges **SEE ATTACHED "What Does Arrest Mean?"
 - a. If you do not know your exact arrest date you can use an approximate
 - b. You can check with the arresting agency or the court for more information
 - c. Disposition is what the outcome of the arrest was (i.e. fine, jail, license suspension etc)
 - d. If more room is needed you can add an additional paper but it must be in duplicate
 7. Answer 'yes' or 'no' to the listed questions
 - a. If 'yes' is marked for any question you must provide an explanation
 8. Have both applications notarized. DO NOT sign until you are in front of a Notary

ON BACK OF APPLICATION

9. Provide gun information and **include proof of where gun is currently located (consent form or receipt)**
 - a. Only ONE gun may be listed (others can be added as an amendment at the Wayne County Clerk's Office (after permit is issued)
 - b. If you are buying gun from a dealer- 'property of' box put dealer name, phone# and **include a copy of receipt for purchase.**
 - c. If the gun is currently being held by a law enforcement agency – 'property of' box put name of agency holding gun **and include a copy of the property receipt.**
 - d. If you are using a gun that is already on someone else's pistol permit then list that person's name and phone number **and include a consent form** signed by that individual that has been notarized

Wayne County Clerk's Office 315-946-7470

Wayne County Sheriff's Records Office 315-946-5790

In accordance with the Federal Privacy Act of 1974, you are hereby notified that your Social Security Number is not mandated by law. It is required by the Pistol Permit Bureau as part of the standard for recording Firearms. Failure to disclose your Social Security Number will prohibit your transaction from being recorded. The State Police will release your Social Security Number only for reasons required by law or with your written consent.

INSTRUCTIONS: Print or type in black ink only

FOR OFFICE USE ONLY

PPB-3 (REV. 03/11)

STATE OF NEW YORK

FOR OFFICE USE ONLY

PISTOL/REVOLVER LICENSE APPLICATION

OF ISSUE															
LAST NAME					FIRST NAME					MM	MONTH	DD	DAY	YY	YEAR
RESIDENCE ADDRESS										CITY/VILLAGE/TOWN AND STATE IF OTHER THAN NEW YORK				ZIP CODE	
HT	WT	HAIR	EYES	HAIR	RACE	SOCIAL SECURITY NUMBER				PRESENT OCCUPATION				CITIZEN OF U.S.A. <input type="checkbox"/> YES <input type="checkbox"/> NO	
EMPLOYED BY					NATURE OF BUSINESS					BUSINESS ADDRESS					

I HEREBY APPLY FOR A PISTOL/REVOLVER LICENSE TO: (Check one only) CARRY CONCEALED * POSSESS ON PREMISES
 * POSSESS/ CARRY DURING EMPLOYMENT (* Premise address or place of employment must be provided)

STREET ADDRESS OR OTHER LOCATION CITY, VILLAGE, TOWN ZIP CODE

A LICENSE IS REQUIRED FOR THE FOLLOWING REASON:

GIVE FOUR CHARACTER REFERENCES WHO BY THEIR SIGNATURE ATTEST TO YOUR GOOD MORAL CHARACTER

LAST, FIRST, MI	STREET ADDRESS	CITY, VILLAGE, TOWN	SIGNATURE

HAVE YOU EVER BEEN ARRESTED, SUMMONED, CHARGED OR INDICTED ANYWHERE FOR ANY OFFENSE, INCLUDING DWI (EXCEPT TRAFFIC INFRACTIONS)? YES NO IF YES, FURNISH THE FOLLOWING INFORMATION:

DATE	POLICE AGENCY	CHARGE	DISPOSITION - COURT AND DATE

HAVE YOU EVER BEEN TERMINATED/DISCHARGED FROM ANY EMPLOYMENT OR THE ARMED FORCES FOR CAUSE? YES NO

HAVE YOU EVER UNDERGONE TREATMENT FOR ALCOHOLISM OR DRUG USE? YES NO

HAVE YOU EVER SUFFERED ANY MENTAL ILLNESS, OR BEEN CONFINED TO ANY HOSPITAL, PUBLIC OR PRIVATE INSTITUTION, FOR MENTAL ILLNESS? YES NO

HAVE YOU EVER HAD A PISTOL LICENSE, DEALER'S LICENSE, GUNSMITH LICENSE, OR ANY APPLICATION FOR SUCH A LICENSE DISAPPROVED, OR HAD SUCH A LICENSE REVOKED OR CANCELLED? YES NO

DO YOU HAVE ANY PHYSICAL CONDITION WHICH COULD INTERFERE WITH THE SAFE AND PROPER USE OF A HANDGUN? YES NO

HAVE YOU EVER BEEN CHARGED, PETITIONED AGAINST, A RESPONDENT, OR OTHERWISE BEEN A SUBJECT OF A PROCEEDING IN FAMILY COURT? YES NO

IF ANSWER TO ANY QUESTION IS YES, EXPLAIN HERE:

PHOTOGRAPH OF APPLICANT TAKEN WITHIN 30 DAYS

FULL FACE ONLY

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.

I AM AWARE THAT THE FOLLOWING CONDITIONS AFFECT ANY LICENSE WHICH MAY BE ISSUED TO ME:

1. NO LICENSE ISSUED AS A RESULT OF THIS APPLICATION IS VALID IN THE CITY OF NEW YORK.
2. ANY LICENSE ISSUED AS A RESULT OF THIS APPLICATION WILL BE VALID ONLY FOR A PISTOL OR REVOLVER SPECIFICALLY DESCRIBED IN THE LICENSE PROPERLY ISSUED BY THE LICENSING OFFICER.
3. IF I PERMANENTLY CHANGE MY ADDRESS, NOTICE OF SUCH CHANGE AND MY NEW ADDRESS MUST BE FORWARDED TO THE SUPERINTENDENT OF THE STATE POLICE AND IN NASSAU COUNTY AND SUFFOLK COUNTY, TO THE LICENSING OFFICER OF THAT COUNTY, WITHIN 10 DAYS OF SUCH CHANGE.
4. ANY LICENSE ISSUED AS A RESULT OF THIS APPLICATION IS SUBJECT TO REVOCATION AT ANY TIME BY THE LICENSING OFFICER OR ANY JUDGE OR JUSTICE OF A COURT OF RECORD.

JURAT:

SIGNED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, 20

AT _____, NEW YORK

SIGNATURE OF APPLICANT

SIGNATURE OF OFFICER ADMINISTERING OATH

TITLE OF OFFICER

THIS FORM APPROVED BY SUPERINTENDENT OF STATE POLICE AS REQUIRED BY PENAL LAW SECTION 400.00, SUBD. 3.

APPLICATION NOT VALID UNLESS SWORN



IMPORTANT

READ BEFORE RETURNING APPLICATIONS

COMPLETED APPLICATIONS

1. You have ONE (1) YEAR from the date you are fingerprinted to complete and return the applications.
 - a. Applications over one year old will not be accepted
 - b. Any person who has had one year lapse from the time they were fingerprinted and wants to apply for a pistol permit must be fingerprinted again by starting the process over and paying the fees.
2. If it has been six (6) months or more from the date you are fingerprinted, you must update your photograph with the Wayne County Sheriff's Office.
 - a. Contact the Wayne County Sheriff's Office to schedule a time to have the photos taken
 - b. A ten (\$10) dollar fee will be charged to retake photos
 - c. Applications received over six months will not be processed until you report in person to update photos.

When turning in applications for review you must have:

- Both Applications Completed
- Reference Information form
- Proof of gun ownership – one of the three forms: Consent form, Sales Receipt or Property Receipt
- Signed and Dated "What Does Arrest Mean" form
- 3 Supplemental Reference Forms – If you have lived in Wayne County less than 3 years.

Applications without the required forms cannot be turned in.

Completed applications must be returned in person to the Wayne County Clerk's Office, 9 Pearl Street, Lyons. Please call for an appt. - 315-946-7470. Walk in's accepted with appointments taking precedence



**State of New York
County of Wayne**

County Court

Hon. Dennis M. Kehoe
Hon. John B. Nesbitt
Hon. Daniel G. Barrett
Judges

Telephone 315-946-5435
Fax 315-946-5434

e-mail: npilkent@courts.state.ny.us

Room 323
Hall of Justice
54 Broad Street
Lyons, New York 14489-1199

March 12, 2012

Dear Pistol Permit Applicant:

In regard to your application for a pistol permit, please be advised that you must clearly indicate whether you are seeking a pistol permit to "carry concealed" while hunting and target shooting, or alternatively, an unrestricted permit as provided for in New York Penal Law §400.00(2)(f).

If you are seeking a carry concealed permit authorizing you to possess a weapon in your household, as well as for target shooting and/or hunting, and to carry in your car in connection with those purposes, no additional explanation is required. However, if you are seeking an unrestricted pistol permit to carry a firearm for other purposes, New York law requires that you set forth on your application reasons that support your belief that "proper cause exists" to authorize the issuance of an unrestricted permit.

If you fail to set forth such reasons, the Court will assume that your application seeks a permit authorizing you to possess a firearm in your household, and for target shooting, hunting and to transport a weapon in a vehicle for those purposes. In the event you do not presently request an unrestricted permit, you may file an application to amend your permit at some future time by then setting forth facts constituting "proper cause". The Clerk may impose a fee to process the amendment application. For your information a showing of "proper cause" for an unrestricted permit may be based on various reasons, including but not limited to your need for personal protection based on your individual circumstances. You should describe those circumstances in detail.

Processing of your application must be timely! Your photo must be taken within six (6) months of actual application submission, and your application must be submitted to the Wayne County Sheriff's Records Office within one (1) year from the date that you commence your pistol permit application process. Stale photos and/or applications will not be processed.

Very truly yours,

Dennis M. Kehoe
County Court Judge

I acknowledge having received and read a copy of this correspondence. I understand that, by simply checking the box for a "carry concealed" permit and indicating I am requesting a permit for hunting and/or target shooting purposes, my application will not be sufficient under New York law for me to obtain an unrestricted permit.

PPF#1A amended 03/2012

Applicant Copy

WHAT DOES ARREST MEAN?**A new pistol permit application specifically states:**

"Have you ever been arrested, summoned, charged or indicted anywhere for any offense, including DWI (except traffic infractions)?"

An amendment application specifically states:

"Have you been arrested, indicted, or convicted of any criminal offense, or been a patient at any mental institution since the above license was issued?"

You must state all arrests regardless of whether or not you were convicted. Sealed or youthful offender charges must also be listed.

What does arrest mean?

- You were given an appearance ticket by a police officer to appear before a judge for anything from a town/village ordinance on up to a felony.
- You were handcuffed and taken to jail.
- You were charged with the criminal matter of DWI by the police.
- A warrant for an arrest was issued for you and you either were directed to turn yourself into a police department or appear before a judge.
- You were directed by a police officer to appear before a judge other than for a minor traffic infraction.

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.

If you appeared in Court other than on a minor traffic infraction, we need to know the final outcome of your case(s).

For all gun purposes in New York State all Police agencies will have full access to your criminal record even if it was an out-of-state arrest. You still have a criminal record even if the Court no longer has a record of the outcome of your case(s) because the case(s) are very old, the record(s) have been destroyed, or the record(s) were sealed.

The term "sealed record" means that at the time of your last court appearance it was the Judge's decision to close the case so only authorized persons can view the outcome. Most courts and police departments will not give you this information. It will appear as "no record" when you request a criminal record check at a police department or request dispositions from the courts. This does not mean that you were not arrested or that you do not have a criminal record.

You must state all arrests even if you do not remember the dates or dispositions, even if you had multiple arrests over several years. If you appeared before the Judge or an attorney contacted the court on your behalf, you must state it.

REMEMBER: IF YOU DO NOT STATE ALL ARRESTS ON YOUR APPLICATION, YOUR APPLICATION MAY BE TERMINATED FROM FURTHER PROCESSING; OR BE DENIED.



Wayne County Pistol Permit Application

Proof of Character Form

Applicant name: _____

Note: the following references must be the same as those you list on the application form.

1. Name: _____ Years Known: _____

Address: _____

Day Phone: _____ Cell: _____

How do you know this person(relationship)? _____

2. Name: _____ Years Known: _____

Address: _____

Day Phone: _____ Cell: _____

How do you know this person(relationship)? _____

3. Name: _____ Years Known: _____

Address: _____

Day Phone: _____ Cell: _____

How do you know this person(relationship)? _____

4. Name: _____ Years Known: _____

Address: _____

Day Phone: _____ Cell: _____

How do you know this person(relationship)? _____

RETURN



CONSENT FORM

Office of the Sheriff
Wayne County
7376 Route 31, Lyons NY 14489

I _____, with a valid pistol permit
First Name Last Name

Permit # Date of Issue

_____, do hereby give permission to
County of Issue

_____ to list my gun on his/her permit as follows
First Name Last Name

MAKE CALIBER SERIAL # MODEL REV OR AUTO

Permit Holder's Signature

Subscribed and sworn to before me

This _____ day of _____, 20____

NOTARY PUBLIC