

- 1) Effective Day will be Tuesday January 4, 2011
- 2) The \$10 card fee replaces the \$10 photo fee. Customers do not have the option of providing photos.
- 3) The new plastic pistol permit cards will accommodate up to 15 weapons
- 4) New pistol permit applicants will begin the process at the Sheriff's Office as is done now, however when, the application is completed it will be returned to the Office of the County Clerk. At that time a photo and thumbprint will be taken. The completed applications will then be returned to the Sheriff's Office for processing. There will not be an additional fee.
- 5) Duplicate Permits: Permit holders wanting to consolidate permits onto the new plastic cards will apply for a duplicate permit. The fees will be a \$10 card picture fee and \$5 duplicate fee. The applications will be sent to the Court for review. The card will be generated and mailed to the customer when the application is returned by the Court.
- 6) Amended Permits: Permit holders wanting to amend their permit will fill out the appropriate application and pay a \$10 card picture fee and a \$3 amendment fee. When the application is returned by the court the Office will generate a weapons listing card and mail it to the customer.
- 7) The purchase coupon will be a copy form the customer will be given at the time of application.
- 8) As of January 4, 2011 The County Clerk's Office will be scheduling appointments for duplicate permits and amendments. Customers will need to call (315) 946 7470 to make the arrangements. Walk in's will be accepted if time allows. A customer with a scheduled appointment will be served first.
- 9) The plastic cards do not impact previously issued paper permits. The paper permits remain valid. Changing to the plastic permit card is not required.
- 10) All amendment forms have been posted online at the County Clerk's web page