



PISTOL PERMIT APPLICATION INSTRUCTIONS

BOTH applications must be completed and in BLACK INK ONLY !!

ON FRONT OF APPLICATION

Wayne County Sheriff's Pistol Permit Unit: 315-946-5790

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"
- PLEASE NOTE: "Carry Concealed" can be either "unrestricted" or "restricted". If one wants to carry the gun with them 24/7, *Proper Cause* must be shown for the need of an "unrestricted" permit.
3. State the reason(s) you feel you need a pistol permit license ****SEE ATTACHED LETTER FROM JUDGES****
 4. You must have four (4) character references complete their name, address and signature section.
 - a. Character references cannot be family, a member of your household, law enforcement, or Gun Dealer.
 - b. Character references MUST be Wayne County residents and 21 or older.
 - c. Character references MUST have known you for AT LEAST THREE YEARS or as long as you have lived in Wayne County. If you have lived in Wayne County less than three years you must provide three additional supplemental references. The references provided must have lived in the state/county where you previously resided.
 - d. All References will be required to complete and return the **Reference Questionnaire** to the Sheriff's Office.
 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). 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. Only ONE gun may be listed. If you choose NOT to list a weapon, one or more can be added as an amendment at the Wayne County Clerk's Office after permit is issued.
 - a. If you are buying gun from a dealer- 'property of' box put dealer name, phone# **and include a copy of receipt for purchase.**
 - b. 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.**
 - c. 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.



IMPORTANT

READ BEFORE RETURNING APPLICATIONS

BOTH applications must be completed and in BLACK INK ONLY !!

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 cash 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.
3. **Reference Questionnaire** forms MUST be either mailed or brought in person to the Wayne County Sheriff's Office by the reference ONLY. Questionnaires cannot be returned by the applicant. The background process will NOT begin until all forms are received.

When turning in applications for review you must have:

- Both Applications Completed
- Reference Information form
- If listing a gun, proof of gun ownership – Either Consent form or Sales/Property Receipt
- Signed and Dated "What Does Arrest Mean" form
- 3 Supplemental References – If you have lived in Wayne County less than 3 years.
- Firearms Safety Course** MUST be completed through the Wayne County Sheriff's Office.

Completed applications must be returned in person to:

Wayne County Clerk's Office

9 Pearl Street, Lyons 14489

Please call for an appt. - 315-946-7470. Walk in's accepted with appointments taking precedence