

MICHAEL H. ZURLO
SHERIFF

RICHARD L. CASTLE
UNDERSHERIFF

Office of the Sheriff

COUNTY OF SARATOGA
6012 COUNTY FARM ROAD
BALLSTON SPA, NEW YORK 12020
TEL: (518) 885-2467

AMENDMENT INSTRUCTIONS

Note: All amendments must be mailed to the above address

- **Under the law, you must file an amendment when:**
 1. Your address changes.
 2. You buy or sell a handgun.
 3. You lose a handgun or have one stolen. Lost or stolen handguns must immediately be reported to the Police.

- **There is a \$3 fee per transaction.**

For example, if you were adding 2 handguns and doing a change of address, the fee would be \$9.

- **When buying a handgun, the completed amendment form must be accompanied by the original gundealer's receipt.**
 - Private sales between individuals are permitted only between "Immediate Family," defined as Spouses, Domestic Partners, Children and Step-Children. This relationship must be set forth in a "Bill of Sale" that contains: the Seller's name, address, pistol license number, and the County and date of issue of the Seller's pistol license; the make, caliber, model and serial number of the handgun, and whether it is a revolver or a semi-automatic; an affirmation as to the relationship between the Seller and Buyer; and the Seller's notarized signature.
 - If you are acquiring a handgun from the Executor of the Estate of a deceased permit-holder, you must have a notarized statement from the Executor giving you permission to take possession of the handgun. In addition, you must be the "Immediate Family" of the deceased permit-holder (defined above).

- **Do not possess or use any handgun that is not registered to you.**

You register a handgun by filing an amendment to add it to your permit. After the amendment form is signed by the Issuing Officer, you will receive a copy of the signed amendment form and a signed Purchase Coupon. You keep the signed copy of the amendment form for your records, and you turn the Purchase Coupon over to the gundealer. Then you may take possession of the handgun and write the handgun information on the back of your pistol license.

- **Handguns purchased or sold out of state must be shipped in or out of state from gundealer to gundealer.**

Amendment Checklist -- You must mail to us:

1. The completed amendment form. Make sure that you answer the question at the bottom of the form and sign the form where indicated.
2. The original gundealer's receipt if you are buying a handgun.
3. The \$3 per transaction fee
4. A self-addressed stamped envelope.