

Office Of The Sheriff

COUNTY OF SARATOGA
6012 COUNTY FARM RD
BALLSTON SPA, NY 12020

[518-885-2467](tel:518-885-2467)/records@saratogacountyny.gov

Saratoga County Pistol Permit Application

In order to make an appointment to submit your Application, YOU MUST:

- Be 21 years of age or older.
- Have as character references four New York State residents who are not related to you, and with whom you have been well-acquainted for at least one year. **Each reference must sign the application. ** Choose your references carefully.** ** If they fail to return the questionnaires that are mailed to them within the allotted time, your application will be terminated for incompleteness. It is **your** responsibility to make sure that they return the completed questionnaires to our office.
- List any and all arrests on the application.
- Have a receipt from a gun dealer showing the handgun that will be on your permit.
- Read and complete all forms, and have the Application and the Departmental Affirmation notarized.

Checklist for what you must bring with you at the time of your appointment:

1. The completed, notarized Application Form
2. The completed, notarized Departmental Affirmation
3. The completed Application Questionnaire
4. The completed NICS Check Information Sheet
5. The **Original** receipt for the handgun that will be on your permit
6. Copy of your NYS drivers license or NYS non-driver ID **** If you drivers license does not have the current address you will need to obtain an updated one at DMV.***
7. One self-addressed stamped envelope
8. Four stamped envelopes – addressed to each one of your references
9. The certificate showing that you have completed the Pistol Safety Course. ****MUST be taken PRIOR to your appointment.**
10. \$40.00 cash or check for application/photo/processing fees

***Call 518-885-2467, or go on our website at www.saratogacountysheriff.org,
to schedule your appointment to submit your application.***

Upon submission of all items on the checklist, you will be given information regarding the fingerprinting procedures. **All fees are non-refundable.**

FAQs Regarding Pistol Permit Application

Q: The application instructions say that I have to bring in the original gun receipt for the handgun that will be on my permit. Do I have to buy a handgun before I apply?

A: Yes, you must buy or put a deposit on a handgun (you will not be able to take possession of the handgun until your permit is issued). The NYS gun dealer will provide you with a receipt that lists all the handgun information. We require the original gun receipt.

Q: Where do I start filling out the Application?

A: Start where it says "Last Name". Complete the rest of the first page of the Application.

Q: Do my references have to have a pistol permit?

A: No, but they must be NYS residents to whom you are not related. Each reference must be someone who has known you well for at least one year. Unless you are military and then they can be out of state residents (they do have to sign the application).

Q: I was arrested years ago, but I don't remember the details. Do I have to list it on the Application?

A: Yes, all arrests, even those that were Sealed or Youthful Offender, must be listed. If you don't remember the details, contact the Court that adjudicated the arrest. Otherwise, put down as much information as you can.

****Remember that an undisclosed arrest will result in the denial of your application. ****

Q: What parts of the Application need to be filled out?

A: All four pages, starting at "Last Name" on page 1. Upon notarizing your signature, on the fourth page, the notary fills out the area on right, starting where it says "Jurat" (the Officer Administering Oath is the notary). Skip to the bottom of the page and enter the pistol/revolver information from your gun receipt into the section.

**** We do have notaries on site****

Q: Do I have to attach a photo to the Application?

A: No. We will take your photograph upon submitting your application.

Q: I already changed my drivers license at Motor Vehicle and they told me to write the address on the back of the license. Do I need a new license?

A: Yes. Our Judge requires the license to match the information on the application. When the license is issued it will be rejected by NY State if they do not match.

FIREARMS SAFETY TRAINING COURSES IN SARATOGA COUNTY

The following is provided solely as a public information service. It does not imply endorsement of any particular person or organization.

DEFENSE DYNAMICS

<https://www.ddynamicsllc.com/>

KAYADEROSSERAS FISH & GAME CLUB

Email: courses@adkfirearmsafety.com

Mike Adams – (518) 526-8911

ADK Firearms Safety, LLC

<https://www.kayaderossfishgame.org/>

SARATOGA WEAPONS & TACTICAL, LLC

<https://www.saratogaweapons.com/training>

SPORTSMEN'S CLUB OF CLIFTON PARK

<http://www.scocp.org/NYSPPSC>

TRAINING HOUSE SARATOGA

<http://www.traininghousesaratoga.com/>

ZON SOLUTIONS, LLC

Email: Zonssolutions@gmail.com

Dave Zon – (703) 675-9647

MIKE ZULLO

(518) 664-2581

<http://www.saratogacountyhandguncourse.com/>

As the Pistol Safety Course is now standardized, it may be taken anywhere within the State provided it is instructed by a duly authorized instructor who provides the required curriculum.

APPLICATION QUESTIONNAIRE

Name: _____
Last First Middle

City and State you were born in? _____

Is the address on your NYS Drivers License correct? Y/N If applicable, have you changed your license with DMV? Y/N **If you have not changed the address with DMV prior to your permit being issued your application will be rejected. **

Residence(s) for the last five years: _____

Home phone #: _____ Work Phone #: _____

Cell phone #: _____ Email: _____

How long at your current employer? _____

Have you ever been known by any other name? Y/N If applicable name(s) below:

Maiden Name: _____

Previous Married Name(s): _____

Other Name(s) with explanation: _____

If you answered "YES" to any of the questions on the application form, you MUST provide a written explanation on the bottom of page 3. Extra space provided below.

Office Use Only: Today's Date: _____
Certificate Attached: _____
Military ID/DD214: _____

NEW NICS CHECK INFORMATION SHEET

FIRST: _____ **MIDDLE:** _____ **LAST:** _____

DOB: _____

GENDER: _____ **HGT:** _____ **WGT:** _____ **RACE:** _____ **ETHNICITY:** _____
(WHITE, ASIAN, UNKNOWN, (HISPANIC / NON)
BLACK/AFRICAN AMERICAN,
HISPANIC/LATINO,
AMERICAN INDIAN/ALASKAN NATIVE,
NATIVE HAWAIIAN/PACIFIC ISLANDER)

MILITARY STATUS: _____ **ALIASES/MAIDEN NAME:** _____
(HONORABLY DISCHARGE,
ACTIVE DUTY, NEVER JOINED,
DISHONORABLY DISCHARGED)

PLACE OF BIRTH: _____ **OCCUPATION:** _____
(COUNTRY, STATE & CITY)

NYS DRIVER'S LICENSE #: _____ **US CITIZEN (Y/N):** _____ **SS#:** _____

STREET ADDRESS: _____

COUNTY: _____ **RESIDE IN CITY LIMITS (NYC RESIDENTS ONLY):** _____
(Y/N/UNK)

EMAIL ADDRESS: _____ **PHONE #:** _____

U-PIN NUMBER: _____
(IF APPLICABLE)

DEPARTMENTAL AFFIRMATION AND RELEASE

I, _____, upon submitting an application for a New York State Pistol License, understand that any omission of fact or any false statement concerning my criminal history will be cause for **IMMEDIATE DENIAL**.

I understand that I must disclose, as part of my criminal history, all previous arrests, including DWI arrests, arrests that resulted in the filing of a charge, arrests that have resulted in a dismissal or adjournment in contemplation of dismissal, arrests that have been sealed, arrests that were adjudicated as youthful offender, and arrests that resulted in the issuance of a certificate of relief from civil disabilities.

I hereby authorize the release of **ANY AND ALL** information about me to the Saratoga County Sheriff's Office or its designee(s) from **ANY ORGANIZATION** in possession of such records including but not limited to the hospitals; physicians; healthcare facilities; United States Veterans Administration; all branches of the United States Military; any law enforcement agency; courts; city, state, and federal tax entities; welfare and unemployment services; and schools and colleges.

I understand that any false statements made herein are punishable as a class A misdemeanor pursuant to § 210.45 of the Penal Law of the State of New York.

I understand that the application fees are non-refundable and that in the event my application is denied, I must wait **THREE (3) YEARS TO REAPPLY**.

EFFECTIVE APRIL 1, 2023, IF AN APPLICATION IS DENIED, THE APPLICANT WILL HAVE NINETY (90) DAYS FROM RECEIPT OF THE WRITTEN NOTICE OF DENIAL TO REQUEST A HEARING BEFORE THE APPEALS BOARD TO APPEAL SUCH DENIAL.

Signature of Applicant

Date

Subscribed and sworn to before me this

_____ day of _____.

Notary Public

State of New York
Pistol/Revolver License Application
Semi-Automatic Rifle License Application

THIS SECTION TO BE COMPLETED BY LICENSING OFFICE

NYSID #	License #	County of Issue
Date of Issue	Expiration Date	

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.

Personal Information

Last Name		First Name		Middle Name	Suffix
Street Name (Physical Address)			Apt #	City	State Zip
Mailing Address (If Different than Physical)			Apt #	City	State Zip
Sex:	DOB:	Height: ft in	Weight:	Hair:	Eyes:
Social Security Number:		Ethnicity:	Race:	Citizen of U.S.	
NY Driver's License # (or Non-Driver ID)		Primary Phone #	Secondary Phone #	Email Address	
Employed By	Current Occupation		Nature of Business		
Business Address			Apt #	City	State Zip
I hereby apply for a Pistol/Revolver License to: (Check only one) <input type="checkbox"/> Carry Concealed <input type="checkbox"/> *Possess on Premises <input type="checkbox"/> *Possess/Carry During Employment (*) Premise Address or Employer Name and Address must be provided below:					
Employer Name (If Carry During Employment)		Address or Other Location (Street #, Street Name, Apartment Number, City, State, Zip Code)			
I hereby apply for a Semi-Automatic Rifle License: (Check Yes or No) <input type="checkbox"/> Yes <input type="checkbox"/> No					
Give four character references who by their signature attest to your good moral character:					
Last, First, MI	Street Address (Street #, Name, Apartment #, City, State, Zip Code)			Signature	

State of New York
Pistol/Revolver License Application
Semi-Automatic Rifle License Application

Marital Status and Relationships-THIS SECTION ONLY APPLIES TO CARRY CONCEALED
CURRENT MARRIAGE OR RELATIONSHIP

What is the Applicant's current relationship status?

If applicable, provide the requested information regarding the Applicant's current relationship below.

Last Name	First Name	M.I.	Maiden Name (If Applicable)	DOB
Phone Number				

Do minors reside within the residence? ☐ Yes ☐ No If, yes: ☐ Part Time ☐ Full Time

ADULTS RESIDING IN HOME, INCLUDING ADULT CHILDREN

Last Name	First Name	M.I.	Maiden Name (If Applicable)	DOB
Phone Number				
Last Name	First Name	M.I.	Maiden Name (If Applicable)	DOB
Phone Number				
Last Name	First Name	M.I.	Maiden Name (If Applicable)	DOB
Phone Number				

State of New York
Pistol/Revolver License Application
Semi-Automatic Rifle License Application

Have you ever been arrested, summoned, charged or indicted anywhere for any offense, including DWI (except traffic infractions)?
 Sealed arrests must be included. *Refer to Executive Law §296(16)

☐

Yes

☐

No

If yes, furnish the following information:

Arrest Date	Police Agency	Charge	Disposition Date	Disposition Court	Disposition

Are you a fugitive from justice?

☐

Yes

☐

No

Are you an unlawful user of or addicted to any controlled substance as defined in section 21 U.S.C. 802?

☐

Yes

☐

No

Are you an alien illegally or unlawfully in the United States?

☐

Yes

☐

No

Are you an alien admitted to the United States who does not qualify for the exceptions under 18 U.S.C. 922 (y)(2)?

☐

Yes

☐

No

Have you been discharged from the Armed Forces under dishonorable conditions?

☐

Yes

☐

No

Have you ever renounced your United States citizenship?

☐

Yes

☐

No

Have you ever suffered any mental illness?

☐

Yes

☐

No

Have you ever been involuntarily committed to a mental health facility?

☐

Yes

☐

No

Have you ever had a pistol / revolver / semi-automatic rifle license revoked?

☐

Yes

☐

No

Are you under any firearms suspension or ineligibility order issued pursuant to the provisions of section 530.14 of the criminal procedure law or section eight hundred forty-two-a of the family court act?

☐

Yes

☐

No

Have you had a guardian appointed for you pursuant to any provision of state law, based on a determination that as a result of marked subnormal intelligence, mental illness, incapacity, condition or disease you lack the mental capacity to contract or manage your own affairs?

☐

Yes

☐

No

Have you been convicted of Assault 3rd, Misdemeanor DWI, or Menacing 3rd within the previous five years?

☐

Yes

☐

No

**THIS QUESTION ONLY APPLIES TO CARRY CONCEALED*

Are you prohibited from possessing firearms under federal law, including having been convicted in any court of a misdemeanor crime of domestic violence or being under indictment for a crime punishable by imprisonment for a term exceeding one year?

☐

Yes

☐

No

If the answer to any of the questions above is YES, explain here:

For applicants under twenty-one years of age only:

Have you been honorably discharged from the United States Army, Navy, Marine Corps, Air Force or Coast Guard, or the National Guard of the State of New York?

☐

Yes

☐

No

State of New York
Pistol/Revolver License Application
Semi-Automatic Rifle License Application

**Photograph
Of Applicant
Taken Within 30 Days**

Full Face Only

Knowingly providing false information 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 pistol/revolver 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 me before

This _____ day of _____, 20 _____

at _____, New York

 Signature of Applicant

 Signature of Officer Administering Oath

 Title of Officer

APPLICATION NOT VALID UNLESS SWORN

Fingerprints submitted electronically by:

Name _____ Rank _____ Organization _____

Date Submitted _____

Investigation Report – All information provided by this applicant has been verified:

Name _____ Rank _____ Organization _____

 Signature of Investigating Officer

This application is ☐ Approved ☐ Disapproved

The following restriction(s) is (are) applicable to this license:

 Title and Signature of Licensing Officer

If Licensing Officer authorizes the possession of a pistol, revolver or single shot firearm(s) at the time of issue of original license, furnish the following information:

*****List handguns only, do not list semi-automatic rifles.**

Manufacturer	Pistol/Revolver/ Single Shot	Model	Frame Only	Caliber(s)	Serial Number	Property of
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Duplicate of this application must be filed with the Superintendent of State Police within 10 days of issuance as required by Penal Law Section 400.00 SUBD.5.

This form is approved by Superintendent of the State Police as required by Penal Law section 400.00, SUBD. 3.