

Jefferson County Court ~ Honorable David Renzi
Jefferson County Sheriff's Office ~ Sheriff Colleen O'Neill
Watertown, NY 13601

Sheriff's Records Office: 315-786-2711

co.jefferson.ny.us/records-division

JEFFERSON COUNTY PISTOL PERMIT PACKET INSTRUCTIONS

ALL PISTOL PERMIT APPLICANTS MUST BE 21 YEARS OF AGE, and a RESIDENT OF JEFFERSON COUNTY. A **RESIDENT is someone who lives full-time in a dwelling (with proof of utilities, rental agreement, insurance, etc.) or who owns real property and pays taxes thereon. Leaseholds and members of camps with leases are NOT residents.**

1. All Pistol Permit Packets ready for submission may be turned in to the Records Department at the Sheriff's Office between the hours of 8:00 am and 2:00 pm. You will not pay your application fee or be fingerprinted at that time. You will be contacted to schedule an appointment for processing and payment at a later date. The **fee of \$136.75 will be collected at your appointment, when the Packet is COMPLETE to the Investigator's satisfaction. Fees accepted in CASH, CHECK, or POSTAL MONEY ORDER**, payable to *Sheriff of Jefferson County*. Fees are non-refundable.
2. Complete a Handgun Safety Course and include a copy of the certificate with your packet. Refer to the attached list of Jefferson County Approved Instructors. If you are a peace/police officer or military personnel, you may submit your most recent *handgun* range qualification. Handgun Safety Course or Range Qualification must be **completed within six (6) months of Application Appointment**.
3. Applicants must submit **four (4) character references**. References must be 21 years of age, cannot be relatives or live in the same residence as the Applicant, and only one (1) reference per household. **References must reside in Jefferson County**. References must complete, sign, and notarize the Reference Questionnaire. The four (4) notarized Reference Questionnaires must be submitted with the Pistol Permit Packet at your Application Appointment. If you are unable to provide four (4) Character References residing in Jefferson County, exceptions *may* be made on a case by case basis understanding this may delay your application processing.
4. Complete the **Pistol Permit Packet** and provide copies of supporting documentation and/or additional sheets of paper to expand on answers. Provide only COPIES of supporting documents; no originals. All supporting documentation will be made part of your Pistol Permit Packet.
5. Applicants must possess a valid NYS Driver's License or non-driver's ID and present such at the time of the Application Appointment. Visit dmv.ny.gov for instructions to obtain a NYS driver or non-driver identification.
6. An investigator will contact you to schedule an appointment for processing. The processing appointment will be scheduled within 14 days from the date you are contacted by an investigator. When you meet with the Investigator, you will have ten (10) additional days to provide any information, data, supporting documents, etc. the Investigator deems necessary for completion of your Packet. Failure to submit any additional documentation may result in a delay of your processing and/or rescheduling of your appointment.
7. You will be fingerprinted/photographed at the appointment and will receive **two (2) copies** of the computer-generated NYS Pistol Permit Application (NYS PPB3). You must obtain **original black ink signatures** from the four (4) character references in the Signature Block of the PPB3. **Return the signed PPB3 forms** to your Investigator **within 30 days**. If you are unable to return the signed PPB3 form within 30 days, your application may be considered "Abandoned", and you will have to begin the process over, including paying all necessary fees.
8. Once the Licensing Officer notifies the Sheriff's Records Office of your approval, you will receive a phone call. Only after notification of your approval, should you come to the Sheriff's Records Office and obtain your permit. Bring any handgun registration information with you at that time. Your photo will be taken again to print on the permit card.

9. If your pistol permit is denied, you will receive notification from the Licensing Officer and may be requested to appear in County Court for a hearing. Reasons for denial may include, but are not limited to, criminal history convictions, falsifying information, withholding information/documentation from your packet, failure to disclose information, and/or gross negligence to deadlines as outlined above.

MILITARY APPLICANTS: Active military applicants must include a letter of recommendation from your Commanding Officer in addition to the requirements listed in the attached Pistol Permit Packet. There is an additional authorization to release records for Military Applicants. If you are in possession of handguns purchased/acquired outside NYS, those handguns MUST be registered through an FFL/NYS Firearms Dealer. Firearms must be stored in your unit's Arms Room until such arrangement with said Firearms Dealer is made (by you) to retrieve this property. Only handguns coming from a licensed FFL/NYS Dealer can be registered on your NYS Pistol Permit. Again, if you are unable to provide four (4) Character References residing in Jefferson County, exceptions may be made on a case by case basis with the understanding this may delay your application processing.

CHECKLIST FOR APPLICANTS:

- Completed Handgun Safety Course – copy of certificate to submit with Packet; must be *completed within six (6) months of application.*
 - Peace/Police/Military Applicants – Handgun Range Qualification – copy of successful range completion or letter from Range Instructor indicating successful completion including date of most recent completion; must be *completed within six (6) months of application.*
- Four (4) Character Reference Questionnaires – These are individuals NOT living with you, NOT related to you, NOT in the same household as other reference(s); are Jefferson County residents; have completed the reference questionnaire in their own handwriting/words and signed the document in front of a Notary. If an Applicant is found to have falsified, changed, completed without the Reference's ability to answer for themselves or influenced the Reference to include or exclude specific information regarding the Applicant, the Applicant will be denied and could face criminal charges.
- Signed Family Court Release – Include a signed form for each County Family Court you have had a hearing/dispute/order of protection/been a petitioner or respondent in, EVER. If you had mediation, child support hearings, or changes to visitation, you were in Family Court. Please indicate the year you had the hearing/support/custody/visitation change.
- Signed Military Release – Sign this form only if you are ACTIVE DUTY MILITARY.
 - Include a written letter of recommendation from your Commanding Officer.
- Signed Authorization to Release Office of Mental Health Records.
- Complete Pistol Permit Packet – Include *copies* of supporting documentation, expand on answers that need clarification/explanation on additional sheets of paper, and write legibly for the Investigator and Judge to read. Information should be completed in black ink and must be signed and notarized. There are notaries at the Public Safety Building; ask your Investigator if there will be a Notary available when you are called to schedule an interview.
- Read and Sign/Notarize the **WARNING** included in the packet. Confirm with your Investigator if a Notary will be available at your Appointment.
- Present a NYS Driver's License or Non-Driver ID to the Investigator, at your appointment.

This Packet is available for additional copies on our website: co.jefferson.ny.us/records-division

NYSID Number											PPB 3 (Rev. 06/17)	County of Issue		
License Number											STATE OF NEW YORK PISTOL /REVOLVER LICENSE APPLICATION			Code
Date of Issue	Month	Day	Year											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.

Last Name													Suffix	
First Name										MI	Date of Birth – MM DD YYYY			NY Driver's License (or NY Non-Driver ID) No.
Gender	Social Security			Race	Height ft	in	Weight	Eyes	Hair	Citizen of U.S.A		<input type="checkbox"/> YES <input type="checkbox"/> NO		

Physical Address (Street number, street name, apartment number, city, state, zip code)

Mailing Address (If different from physical address)

Primary Phone Number	Secondary Phone Number	Email Address
----------------------	------------------------	---------------

Employed By	Present Occupation	Nature of Business
-------------	--------------------	--------------------

Business Address (Street number, street name, apartment number, city, state, zip code)

I hereby apply for a Pistol / Revolver License to: (Check only one) Carry Concealed * Possess on Premises * 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 number, street name, apartment number, city, state, zip code)
--	---

A license is required for the following reasons:

Give four character references who by their signature attest to your good moral character.

Last, First, MI	Street Address, (Street number, street name, apartment number, city, state, zip code)	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:

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 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

Are you aware of any good cause for the denial of the license? YES NO

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

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 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

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 (Strike out one)

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:

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.