

## **#1 How to request an exemption for FOIL:**

By filing the Pistol License Information Exemption ("Opt Out") form with Onondaga County Pistol License Unit, the general public will be denied access to your pistol license information.

The "Opt Out" form is available:

-At the Pistol License Customer Service window located at the Sheriff's Office Headquarters building 407 South State Street, Syracuse, NY

-Or online at [sheriff.ongov.net](http://sheriff.ongov.net).

### **At The Customer Service Window:**

Please come to the Pistol License Customer Service window and request a blank form to be filed out at your convenience.

### **Down load a PDF from Online at [sheriff.ongov.net](http://sheriff.ongov.net):**

Go to [sheriff.ongov.net](http://sheriff.ongov.net),

Click on the link "Pistol License" located at the bottom of the home page.

Next, scroll down the "Pistol License" page and click on the "Pistol License Information Exemption form" located in the downloadable forms section.

Complete and return the form to the Onondaga County Sheriff's Office, Pistol License Unit for filing.

## **#2 How to request a duplicate license**

To request a duplicate pistol permit license, please file a Duplicate License Request form with the Onondaga County Pistol License Unit.

If your plastic NYS Pistol License has been lost or damaged, a replacement license is available the same day but may require an updated photo and signature taken at the Service Window.

### **Important:**

If you still have a paper NYS Pistol License issued by Onondaga County, you will need an appointment to process a duplicate pistol license request. The form must be completed with current information as well as a listing of all handguns currently registered. Send the completed form to the Pistol License Unit prior to the appointment date in order to update all pistol license information.

This request form is available:

-At the Pistol License Customer Service window

-or online at [sheriff.ongov.net](http://sheriff.ongov.net).

### **At The Customer Service Window:**

Please come to the Pistol License Customer Service window and request a blank form to be filed out at your convenience.

### **Down load a PDF from Online at [sheriff.ongov.net](http://sheriff.ongov.net):**

Go to [sheriff.ongov.net](http://sheriff.ongov.net),

Click on the link "Pistol License" located at the bottom of the home page.

Next, scroll down to the bottom of the "Pistol License" page and click on the "Application for Duplicate License Form" located in the downloadable forms section.

Print, complete and return the form to Onondaga County Sheriff's Office, Pistol License Unit for filing.

### **#3 Instructions for the estate of a deceased pistol license holder**

#### **REQUIRED DOCUMENTATION:**

Copy of Death Certificate

Actual Pistol License of Deceased (if available)

Letter of Testamentary from Surrogate's Court, copy of a will, or a legal document stating who is the Executor of the Estate.

A Handgun sale affidavit is available at the Pistol License window or on line at the Onondaga County Sheriff's Office, Pistol License Unit downloadable forms. This affidavit must be notarized prior to reporting to the Pistol License Unit. The affidavit should state that the Executor of the Estate is transferring ownership of each and every handgun owned by the deceased, to themselves or another individual.

If the estate handguns do not have trigger locks a receipt for a trigger lock for each and every weapon must be supplied at the time of gun transfer.

An amendment is completed at this office for the individual acquiring handguns as well as an amendment being done on behalf of the deceased closing out their pistol license file.

### **#4 How to request for a license status "upgrade"**

Any requested "upgrade" to a pistol license holder's current pistol license status needs to be approved by a County Court Judge. If carrying for employment is requested, then a letter from the employer is required stating that a handgun is required to perform the duties and the employer consents for the individual to obtain this upgrade for employment with them.

If a full carry pistol license is requested either the proper cause forms or a letter describing the necessity of the upgrade is required. A full description of the need for a non-restricted pistol license requires additional documentation to further their request; bank statements, incident reports pertaining to need for protection, law enforcement career, etc.

All documentation is then sent to this office and we will forward to a County Court Judge for their evaluation and ultimate approval or denial of the status change. If the Judge who signed the pistol license is still sitting on the bench, they will receive any requests for upgrade to that particular licensee. Otherwise, the evaluation for upgrade is random with any of the County Court Judge's making the upgrade decision. Notification of decision regarding the request for upgrade are sent via mail.

#### **#5 How do I legally acquire a handgun from a state other than NY**

All handguns purchased out of NYS must be legally sent from one Federal Firearms dealer to a NYS Federal Firearms Dealer. This insures that all the appropriate paperwork has been sent to NYS. Any handgun brought into NYS without the required Federal Firearms transfer receipt is required to be turned into Law Enforcement for clearance prior to any NYS ownership.

#### **#6 What is the procedure to acquire a handgun from a NYS Pistol License holder who does not have an Onondaga County issued Pistol License?**

Any handgun transaction between pistol license holders from counties other than Onondaga County must be brokered by a Federal Firearms Dealer to insure that the appropriate background checks are performed prior to any handgun changing hands. However, Onondaga County does allow immediate family members to transfer handguns between themselves even if they should reside in another county in NYS.

#### **#7 If I move out of Onondaga County, do I need to transfer my pistol license to my new County in New York?**

You are required to complete an amendment within 7 to 10 business days to change your address with the Pistol License Unit. Onondaga County currently does not require that your pistol license file be transferred automatically if you move out of our county. However, to make any changes to your pistol license you would be required to report to the Onondaga County Pistol License Unit to amend your pistol license.

#### **#8 To transfer your pistol license to another county?**

Your pistol license can only be transferred to another county if you have "moved", established a residence, in that county.

To transfer to another county you must request in writing to have your file transferred to that specific county. Include in your request your old address, your new address and a contact phone number in case we encounter a problem and need to contact you. Also required is a check payable to "Onondaga County" in the amount of \$5.00 to cover your request for transfer.

