

Firearm Handling & Storage

- Treat every firearm as if it were loaded.
- Always keep the muzzle of the firearm pointed in a safe direction.
- Always keep your finger off the trigger and outside the trigger guard unless you intend to fire the weapon.
- Wear appropriate ear and eye protection when discharging the firearm.
- If there are children in the home, use child safety locks or other commercially available locking mechanisms on your firearms and/or keep your firearms locked in a secure location accessible to adults only. Keep your ammunition locked in a secure location away from the firearms.
- Familiarize yourself with and obey all federal, state, and local laws regarding the purchase, possession, carrying, use, storage, and disposition/sale of firearms



Clearing/ Unloading A Firearm

- Always keep the muzzle pointed in a safe direction AND always keep your finger off the trigger and outside the trigger guard while cleaning or unloading a firearm.
- Remove the magazine or other source of ammunition.
- Open the breech and visually as well as physically inspect the chamber to ensure the firearm is completely unloaded. Repeat this step twice to be sure the firearm is completely unloaded.

Frequently Asked Questions

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.

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.

Do I need to get a background check if I am selling or transferring the firearm to a relative?

No background check is required for sales or transfers to spouses, domestic partners, children and step-children.

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.

How do I transfer my 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.



**Sheriff
Eugene J. Conway**



Pistol License Unit



407 South State Street Syracuse, NY 13202

The Pistol License Unit is responsible for issuing new pistol license applications, processing license holders' amendments, acquisitions, disposals, address changes, duplicates and transfers, maintain pistol license files, process pistol license suspensions and revocations, conduct criminal investigation of pistol licensees when warranted, and conduct deceased pistol licensee investigations.

There are three (3) types of handgun licenses one can apply for as described in section 400.00 of the New York State Penal Law. Except under special circumstances, the issuance of these licenses is restricted to:

- 1. Carry Concealed:** Without regard to employment or place of possession by any person when "Proper Cause" exists for the issuance thereof or to carry with listed restrictions.
- 2. Possess on Premise:** Have and possess in dwelling by a homeowner ONLY or have and possess in one place of business by a merchant or storekeeper ONLY.
- 3. Carry Concealed/Employment:** with regard to employment.

Applicants applying for a Carry Concealed pistol license are required to complete the "proper Cause" forms for the issuance of this permit. NO applicant will be issued an unrestricted license unless he/she is able to demonstrate a special need for the issuance thereof.

If an applicant will pursue a pistol license for the purposes of hunting, target shooting, competition, hiking, camping, etc., a **SPORTSMAN** restriction will be applied to the pistol license.

Applicants who desire a license for home/business ONLY would be advised to apply for a **POSSESS ON PREMISE**. This is not a carry license and restricts the possession of the handgun(s) to the dwelling address place of business address listed on the application. If this address should change, the application process will begin again with all fees applicable.

Applicants wanting to carry concealed for their jobs must have a letter from their employer stating that they require the individual to carry during the performance of his/her duties. The restrictions on the license will appear as **EMPLOYMENT, SECURITY** or **BUSINESS**. No pistol license application will be accepted until he/she has successfully completed a handgun safety course from one of the listed certified instructors and can furnish this office with the certificate that is awarded upon completion.

Basic Handgun Safety Course

A basic handgun safety course is required in Onondaga County for first time Pistol license holders.

Please visit the Sheriff's Office website at sheriff.ongov.net for a complete list of Certified Instructors accepted by the Sheriff's Office

Rules and Regulations of a Pistol License Applicant

- Any New York State Pistol License issued in Onondaga County is valid until revoked or suspended.
- Handguns registered on the New York State Pistol License can only be carried within the restriction of the license: carry concealed, carry for employment, or sportsman.
- A handgun cannot be carried where state law prohibits it. (ex. City/State/County office buildings, schools and universities, any private establishment with a sign posted prohibiting guns, as well as Federal and State land except where hunting is permitted.)
- Pistol License holders must report the following within ten (10) days: (Failure to do so is a Class A Misdemeanor per Penal Law 400.00.)
 - ◆ Change of name or address
 - ◆ Sale of weapon
 - ◆ Theft or loss of weapon (must also be reported to a local police agency)
 - ◆ Destruction of weapon
- All pistol license transactions must be completed in the Pistol License Office between 8:00 am and 3:30 pm, Monday through Friday.

Amendments

If there is an amendment to the pistol license (a weapon is being added,\$3 fee), you must do the following:

- The pistol license holder must appear in person with their pistol license.
- A bill of sale must be supplied as follows:
 - ◆ If the weapon was bought from an individual, you must bring in a notarized bill of sale including name and address of the individual from whom the weapon was purchased and proof of a trigger lock.
 - ◆ If the weapon was purchased from a licensed gun dealer, you must bring in the sales receipt for the weapon, along with a sales receipt for the trigger lock when a new weapon has been purchased.
 - ◆ If the weapon was traded or given as a gift, you must bring in the sales receipt for the weapon, along with a sales receipt for the trigger lock when a new weapon has been purchased
 - ◆ Amendment forms are available in the Forms section of this web site

NOTICE: A weapon will not be added onto the pistol license unless you have the necessary paperwork. There are **NO** exceptions to the rule.

Pistol License Application Process

You may obtain an application from the Onondaga County Sheriff's Office Headquarters building located at 407 South State Street, Syracuse, New York or by going to the Sheriff's Office website at sheriff.ongov.net

You must meet the following qualifications:

- Must be a New York State/Onondaga County resident.
- Must be at least 21 years old.
- Must have four character references.
- Must attend a Handgun Safety Course with one of our certified instructors and furnish this office with proof of completion of the course. Fees and locations differ, but it is the applicant's responsibility to make arrangements for the course.

When all application paperwork has been completed, call (315) 435-2037 to make an appointment to process the application.

Please bring the following to your appointment:

- Application, which must be completed in black ink or typed
- Handgun Safety Course certificate
- \$55.75 cash, Money Order, or Mastercard, Visa
- Photo ID required

Fingerprinting Instructions

Pistol License applicants must schedule an appointment for fingerprinting by going to www.identoGo.com or by calling Identogo toll free call center at (877)-472-6915.

Fingerprints cannot be taken more than 30 days prior to your scheduled appointment with the Sheriff's Office Pistol License Unit

If the applicant schedules their appointment through the Identogo web site, the confirmation page must be printed out and brought to their appointment.

New Application O.C.S.O. Processing	\$ 55.75
Amendments	\$ 3.00
Duplicate Pistol License (must appear in person)	\$ 8.00
Transfer Into/Out of Onondaga County	\$ 5.00
Dealer License	\$ 35.00
Gunsmith License	\$ 35.00
Dealer/Gunsmith License	\$ 45.00