

New York State Pistol License Application



Onondaga County Sheriff's Office
Pistol License Unit
407 South State Street
Syracuse, New York 13202
PistolLicenseUnit@ongov.net

Applicants for NYS Pistol Licenses

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 or 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

Only a certificate issued by any of the Certified Instructors will be accepted.

The Handgun Safety Course Certificate is valid for 3 years from date of issuance.

See the most recent list of Certified Instructors is available on line.

Rules and Regulations of a Pistol License Applicant

DO NOT sign, or have anyone witness any of the application paperwork

1. Applicants must be **21 years of age** at the time of application and a **resident of Onondaga County**.
2. Complete the application form. No copies will be accepted. Use **black ink or type**.
3. Four (4) references are required:
 - a. They must be 21 years of age or older and a resident of Onondaga County.
 - b. They cannot be family members or reside in the same household.
 - c. Each of your references must personally sign the NYS application form PPB 3. In addition, each reference must complete and sign the attached Character Reference Form.
4. Answer all the questions on the questionnaire and the affirmation sheet. If you are unclear on any question or statement leave it blank. We will attempt to assist you when you return your application.

When ALL application paperwork has been completed and you have taken your Handgun Safety Course, go on-line to <https://sheriff.ongov.net/pistol-license-unit/> to make an appointment to process the application. **Do not schedule your fingerprints until you have scheduled your appointment with the Onondaga County Sheriff's Office – Pistol License Unit, as Fingerprints and Photo must be taken within 30 days of your appointment date. I.e. appointment date of 6/1/2021, prints must be taken between 5/2/2021 & 5/31/2021**

To schedule Fingerprints and Photo:

1. Applicants must schedule an appointment for fingerprinting by calling IdentoGO toll free call center at (877) 472-6915 or by visiting their web site at <https://uenroll.identogo.com/workflows/154FN9>
2. Applicants scheduling through the IdentoGO web site should print out the confirmation page and bring it to their appointment.
3. Applicants **MUST** have two forms of identification and provide the following information to IdentoGO staff:
 - a. Service Code Number: **154FN9**
 - b. Reason for being fingerprinted - **PISTOL PERMIT LICENSE**
4. IdentoGO staff will provide a receipt verifying applicants have been fingerprinted and photographed. No additional photo is needed as this one will be used for your license. A copy of your receipt must be provided with your application.

Please bring the following to your Pistol License Unit appointment.

- Handgun Safety Course certificate.
- \$55.75 cash, Money Order, Visa, MasterCard, or Discover Card.
- Photo identification is required.
(NYS Driver License or NYS Non-Driver ID Card is preferred)
- IdentoGO receipt

Processing time for a PISTOL LICENSE is approximately 3-6 months

You will be notified by mail upon the approval or denial of your application.

General Pistol License Information

CARRY CONCEALED PISTOL LICENSE - You are entitled to carry your handgun concealed on your person except where prohibited by law. (i.e. Federal, State, County, City Office Buildings, Courthouses, Schools, Banks, Public Buildings and posted land).

CARRY WITH RESTRICTIONS LICENSE - You are able to carry your handgun on your person when you are performing the functions listed. While traveling to perform those functions, the handgun **MUST** be secured in a locked box with a trigger lock and secured in the trunk separate from the ammunition.

SPORTSMAN PISTOL LICENSE - You are entitled to use your handgun for the purpose of hunting, target shooting, camping, hiking & competition shooting.

ANY Person possessing a pistol license issued in New York State **MUST** notify the pistol license unit within **10 days** of **ANY** change in information (address, acquisition or disposal of firearm) pursuant to Section 400 of the NYS Penal Law. **Failure to comply is a class A misdemeanor.**

If you move out of Onondaga County and remain in New York State, your pistol license file must be transferred to your new County of residence Pistol License Office.

Only two (2) immediate family members, of the same household, may register the same handgun on their pistol license.

Before a firearm can be registered on your license, you **MUST** supply proof of purchase including a trigger lock, or a dealer's statement that a trigger lock has been included with the handgun purchase.

Pursuant to NYS Penal Law section 400.00, the Sheriff's Office has six (6) months within which to process your application.

You can help expedite the process by ensuring that your Character Reference Forms are completed and submitted with your application.

****Please note each of your references must personally sign the NYS application form PPB 3 as well as each reference must complete and sign the Character Reference Forms.**

Pistol License Applicant Questionnaire

Please read and answer all questions carefully

Print or Type - **DO NOT SIGN**

1. Full Name: _____
Last Name First Name Middle Name
2. Current Address: _____
3. Phone # Home () _____ Work () _____
4. email Address _____ Social Security # _____ - _____ - _____
5. Any names you have ever used or been known by and reason for same:

6. Place of Birth: _____ Single: _____ Married: _____ Divorced: _____ Widowed: _____
If married, give Spouse's name _____
7. Starting with your present address, list all places of residence for the last 5 years. (include apt #s & zip)

8. Starting with your present employer, list all employers for the last 5 years (include nature of business)

9. Specifically, where and how will your handgun(s) be safeguarded when not in use?

10. State the name and address of the person who will safeguard your handgun(s) in case of your death or disability. _____
11. Will any individuals under the age of 21 be left unsupervised in your residence? _____
If so, what precautions will be taken to assure no one will gain access to your handgun(s).

I have answered the above questions to the best of my knowledge and recollection and I understand that **ANY FALSE** statements made herein are punishable as a Class A Misdemeanor pursuant to section 210.45 of the New York State Penal Law.

Signature _____ Date _____

Proper Cause” for a “Carry Concealed” Pistol License

The New York State Legislature restricts the types of pistol licenses that the court may issue to NYS Pistol License Holders. Under NYS Penal Law Section 400.00 (1):

1. Possession in a dwelling by a householder
2. Possession in a place of business by a merchant or storekeeper
3. Have and carry concealed while employed as a messenger of a banking institution
4. Have and carry concealed by an employee while on duty in a correctional facility
5. Have and carry concealed, without regard to employment or place of possession, by any person when proper cause exists for the issuance thereof.

If your application seeks what is popularly known as a “have and carry concealed” without limitation pistol license, the New York State Legislature authorizes the court to approve it only where it meets the “proper cause” standard. Appellate court decisions binding upon the pistol licensing officer define “proper cause” for the issuance of a “have and carry concealed” without limitation pistol license as grounds which demonstrate “a special need for self-protection distinguishable from that of the general community or a person engaged in the same profession. (Matter of Kaplan vs. Branton, 249 AD2d199 (1st Dept. 1998).

Pistol license applications should be aware that if you apply for a pistol license for a particular purpose, then it will be limited to that purpose. Also, if you desire a licensed for self-protection you would be advised to apply for an on-premise license. This is not a carry license and restricts the possession of the handgun to the dwelling or place of business listed in the application. No application will be issued an unrestricted carry permit unless he/she is able to demonstrate a special need for the issuance thereof. Self-protection is not a sufficient need for the issuance of a carry concealed license.

A statement of grounds which meet the test of “proper cause”, i.e. “a special need for self-protection distinguishable from that of the general community or of persons engaged in the same profession”, is necessary in order for the licensing officer to apply the law as enacted by the Legislature and interpreted by the higher Courts. As there is limited space available on the application form for a statement of “proper cause”, an “Optional Statement” form has been provided with this information sheet should you wish to supplement your application beyond the form.

Optional Supplement to Application for the Issuance of a “Have & Carry Concealed” without Limitation Pistol License

Please state in detail the “proper cause” for issuance of a pistol license which authorizes you to carry a concealed pistol on your person twenty-four hours a day without limitation and then state why the grounds set forth in that statement constitute “a special need for protections distinguishable from that of the general community and person engaged in the same conduct, profession or business” referred to in section one of above

[illegible]

Mandatory Criminal History Check

Name: _____
Last First Middle Initial
Date of Birth: _____ Sex: _____ Race: _____
Home Phone: _____ Work Phone: _____
Social Security Number: _____

Departmental Affirmation

I, _____

having submitted an application for a New York State Pistol License on the below date **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 check, **ALL previous arrests** including **arrests which never resulted in the filing of a charge, arrests which resulted in a dismissal, adjournment in contemplation of dismissal and all sealed records, including arrests which resulted in a "Certificate of Relief from Disabilities" and DWI arrests.**

I understand that the fees are non-refundable and that I must wait a period of one (1) year to reapply and that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law.

Signature of Applicant

Date

Subscribed and sworn to before me on this _____ day of _____ 20____

Signature

Additional Arrest History

Date	Police Agency	Charge	Disposition - Court Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NYSID Number		PPB 3 (Rev. 06/17)	STATE OF NEW YORK PISTOL /REVOLVER LICENSE APPLICATION	County of Issue
License Number				<div style="float: right; text-align: right;">Code</div>
Date of Issue	<div style="display: flex; justify-content: space-between;"> Month Day Year </div>			<div style="display: flex; justify-content: space-between;"> Expiration Date <div style="display: flex; justify-content: space-between;"> Month Day Year </div> </div>

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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you an unlawful user of or addicted to any controlled substance as defined in section 21 U.S.C. 802?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you an alien illegally or unlawfully in the United States?	<input type="checkbox"/> YES <input type="checkbox"/> 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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been discharged from the Armed Forces under dishonorable conditions?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever renounced your United States citizenship?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever suffered any mental illness?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been involuntarily committed to a mental health facility?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever had a pistol / revolver license revoked?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you aware of any good cause for the denial of the license?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> 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.

Onondaga County Sheriff's Office - Pistol License Unit - Character Reference Form

4 References are Required - Submit 1 Form for each reference. References must be 21 years of age or older, residents of Onondaga County and cannot be family members or reside in the same household. Return all completed forms with application, please make sure your references also sign the NYS Application form PPB 3.

I, _____, *being duly sworn, deposes and says that I am aware that: The following* questions are asked in connection with the background investigation of _____ applicant for a New York State pistol license. I promise to answer each question to the best of my ability.

PLEASE READ AND ANSWER EVERY QUESTION CAREFULLY. Print (Black ink) or Typewrite all but Signature.

1. What is your present address? _____
2. Your current phone number/cell number (must be accessible contact #): _____
_____ Date of Birth: _____
3. Name and address of employer? _____

4. How long have you known applicant? _____
5. By what other name (s) has applicant been known? _____
6. Where does applicant reside? _____
7. What is applicant's business or occupation? _____
8. Are you related to the applicant? _____
9. Will you attest to the applicant's honesty, sobriety, integrity, peacefulness? _____
10. Is the applicant a person of good moral character? _____
11. Would you, without reservation, recommend applicant for a pistol license? _____

Additional Information or Comments:

All information contained in this form will be strictly confidential. Please sign below and return with application.

I KNOW THE MEANING OF PERJURY; IT IS THE TELLING OF A LIE WHILE UNDER OATH. I ALSO KNOW THAT FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK.

DATE _____

SIGNATURE _____

Of Reference Individual

INTENTIONALLY LEFT BLANK

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5. By what other name (s) has applicant been known? _____
6. Where does applicant reside? _____
7. What is applicant's business or occupation? _____
8. Are you related to the applicant? _____
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DATE _____

SIGNATURE _____

Of Reference Individual

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DATE _____

SIGNATURE _____

Of Reference Individual

INTENTIONALLY LEFT BLANK

NYS Firearms License Request for Public Records Exemption

Pursuant to section 400.00 (5) (b) of the NYS Penal Law

I am: ☐ an applicant for a firearms license ☐ currently licensed to possess a firearm in NYS

Name _____ Date of Birth _____

Address _____ City _____ State _____

Firearms License # (if applicable) _____ Date Issued _____

Licensing Authority / County of Issuance or Application ONONDAGA

I hereby request that any information concerning my firearms license application or firearms license not be a public record. The grounds for which I believe my information should NOT be publicly disclosed are as follows: (check all that are applicable)

☐ 1. My life or safety may be endangered by disclosure because:

- ☐ A. I am an active or retired police officer, peace officer, probation officer, parole officer, or corrections officer;
- ☐ B. I am a protected person under a currently valid order of protection;
- ☐ C. I am or was a witness in a criminal proceeding involving a criminal charge;
- ☐ D. I am participating or previously participated as a juror in a criminal proceeding, or am or was a member of a grand jury;

☐ 2. My life or safety or that of my spouse, domestic partner or household member may be endangered by disclosure for some other reason explained below: *(Must be explained in item 5 below)*

☐ 3. I am a spouse, domestic partner or household member of a person identified in A, B, C or D of question 1.

(Please check any that apply)

A ☐ B ☐ C ☐ D ☐

☐ 4. I have reason to believe that I may be subject to unwarranted harassment upon disclosure.

5. *(Please provide any additional supportive information as necessary)*

I understand that false statements made herein are punishable as a class A misdemeanor. I further understand that upon discovery that I knowingly provided any false information, I may be subject to criminal penalties and that this request for an exemption shall become null and void.

Signature _____

Date _____