

**ONONDAGA COUNTY PISTOL/REVOLVER LICENSE**  
**RULES & REGULATIONS**

**TYPES OF PERMITS**

There are three (3) types of Pistol/Revolver 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 subject to the restrictions of state and federal law by any person.
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. **Possess/Carry During Employment:** Have and carry concealed while so employed by a messenger employed by a banking institution or express company.

\*\*All permits are valid until revoked/suspended\*\*

Please go to the Pistol License Unit Website for information on the following:

PL 265.01 d: Criminal Possession of a firearm, rifle or shotgun in a restricted location

PL 265.01 e: Criminal Possession of a firearm, rifle or shotgun in a sensitive location

PL 400.00: Requirements for Safe Storage of Firearms, Rifles and Shotguns

**CONTACT INFORMATION**

Onondaga County Sheriff's Office

Pistol License Unit

407 South State Street

Syracuse, NY 13202

<https://sheriff.ongov.net/pistol-license-unit/>

PistolLicenseUnit@ongov.net

(315) 435-2037

**HOURS**

Monday – Friday

8:00am – 3:30pm

**\*\* NYS RECERTIFICATION IS DONE WITH THE NYS POLICE\*\***

[https://www.troopers.ny.gov/Firearms/pistol\\_revolver\\_license\\_recertification.php](https://www.troopers.ny.gov/Firearms/pistol_revolver_license_recertification.php)

## **CHANGES TO YOUR PERMIT**

All changes such as adding/removing weapons, name changes, and address changes need to be changed within 10 days of the change via US mail. See the Sheriff's website regarding additional instructions.

## **GUNS ADDED FROM A FEDERAL FIREARMS LICENSE (FFL) DEALER**

All weapons being added from a dealer must be on the FFL's letterhead with their contact information and FFL #. All weapons must be **paid for in full** before being added onto any permit.

## **GUNS ADDED FROM A PRIVATE TRANSACTION (Immediate Family Only)**

The only private sale transfers allowed are ones between immediate family members, i.e. spouses, children, and step children. All other transactions must be done through an FFL Dealer.

## **ALL GUNS PURCHASED OUT OF STATE**

Weapons purchased out of state **MUST** be transferred from an out of state dealer to a NYS FFL Dealer **ONLY**. **Do not personally bring any pistol and/or revolver into NYS from any other state.**

## **JOINT USE**

Joint use of a weapon is permitted between the applicant and one member of their immediate family, living in the same household. Joint use does not apply to friends.

## **DUPLICATE PERMIT (CONVERTING FROM PAPER TO PLASTIC STYLE PERMIT)**

**\*\*All paper permit holders who have ANY transaction to complete will be issued a new plastic card via an appointment. The Application is available on the Sheriff's website. \*\***

## **STOLEN/LOST HANDGUNS**

Any handgun that is lost or stolen needs to be reported to a police agency ASAP. A copy of the police report must be mailed to the Pistol License Unit. All lost/stolen guns will remain on the pistol permit until they are recovered. It is the Pistol License holder's responsibility to keep all handguns locked and secured while not in use. This means handguns must be in a safe that cannot be easily broken into or removed from the premises.

## **MOVING OUT OF STATE**

You must surrender your pistol license to this office if you no longer maintain a residence (pay real property taxes) in NYS. All handguns need to be given to an FFL Dealer to be transferred out of state. You will then mail a copy of the bill of sale as well as your pistol license to the Pistol License Unit. Your license will then be surrendered. If you move back to NY, you will have to reapply.

## **DECEASED PISTOL LICENSE HOLDERS**

Weapons belonging to a deceased pistol license holder must be either surrendered to the Onondaga County Sheriffs for safe keeping by calling the non-emergency number at (315) 425-2111, sold to a licensed FFL Dealer, or transferred onto an immediate family members pistol permit by the executor within 15 days of the holders passing. Required documentation to make a transfer to an immediate family member are as follows:

1. Copy of the Death Certificate
2. Copy of the Will/Surrogates Court paperwork showing who is Executor
3. Handgun Sale Affidavit (Notarized if Executor is not present)
4. Pistol Permit of the deceased pistol permit holder

All weapons that are transferred to a NYS FFL Dealer or picked up by a law enforcement agency must have documentation, a copy of which needs to be provided to the Pistol License Unit showing that transfer.