

**PUTNAM COUNTY SHERIFF'S DEPARTMENT
PISTOL LICENSE APPLICATION INSTRUCTIONS
(Effective 6/15/09)**

APPLICANT QUESTIONNAIRE

The attached APPLICANT QUESTIONNAIRE **must** be prepared by typing or **clearly printing** in **black or blue ink only**. Read these instructions before completing the Applicant Questionnaire in order to minimize errors. **ALL QUESTIONS MUST BE ANSWERED**. Falsification of this application is a felony and you will be arrested. If the application is not completed according to the instructions, it **WILL BE RETURNED**. The application **must** be notarized **prior** to submission.

Applicants **must** be at least 21 years of age and **must** reside in Putnam County for a minimum of six (6) months. (No age restriction applies to applicants who have 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.) **Excluding** police and peace officers, all applicants **must** take a handgun safety course **prior** to submitting this application. (Police and peace officers **must** submit a copy of departmental ID card.)

Four (4) character references are required. References **must** be citizens of the United States and **must** be at least 21 years of age. Each reference (4) **must** sign the questionnaire in the appropriate area. Four (4) **stamped** envelopes addressed to your references **must** be submitted with this application. (Do not put a return address on the envelopes.)

ARREST INFORMATION

You **must** indicate all arrests (including DWI and DWAI) whether convicted or not, sealed or adjourned contemplating dismissal. ***New York State law provides the authority for the Licensing Officer to inquire into the facts underlying the arrest of an applicant, even if the arrest was terminated in his/her favor.*** You **must** provide a court disposition for each arrest listed and submit the disposition(s) with this application. Failure to list an arrest will result in the disapproval of your application.

PROPER CAUSE FOR ISSUANCE
(LICENSE TYPES)

Hunting and target – Firearm may only be transported directly to and from your residence and an authorized range or while actually afield hunting in a legal area in New York State. (For hunting, you must also possess a valid New York State hunting license.)

Business Purposes – Firearm may only be carried while actually engaged in conducting business for which the license was issued or traveling directly thereto or therefrom. (Requirements for a business carry license follows.)

Unrestricted Carry – You must be a police officer or peace officer (active or retired) **or** you must show *“additional proper cause”* to qualify for this endorsement. *“Additional proper cause”* is determined by a review of all relevant information of your claimed need.

FULL CARRY FOR BUSINESS PURPOSES
(Requirements)

- 1) A letter on business stationery stating the name of the business; location of the business; type of business; years the business has been in existence; and the **specific reason(s)** a business carry license is needed.
- 2) A letter from your employer (if applicable) stating your need to carry a weapon for the business.
- 3) A copy of the business, corporation or LLC certificate.
- 4) A copy of a recent bank statement (if you make bank deposits for the business).

If you are applying for a license to carry for business purposes, the aforementioned paperwork **must** be submitted with your application.

IDENTIFICATION / PROOF OF RESIDENCE

You **must** submit a copy of your driver's license with your application. If your driver's license does not show your current address, you **must** include a copy of a utility or tax bill (only).

CITIZENSHIP

If you were born in a foreign country and have become a United States citizen, you **must** provide a copy of your Certificate of Naturalization or passport with your application. If you are a resident alien, you **must** provide a copy of your Alien Registration Card with your application.

PHOTOGRAPHS

Three (3) photographs are needed. The photographs must be passport size. Black and white or color photographs are acceptable. The photographs **must** be submitted with your application.

FINGERPRINTS AND FEE

When your application is complete and you have all the necessary paperwork, you **MUST MAIL** your application (***certified mail - return receipt requested***) to the **PUTNAM COUNTY SHERIFF'S DEPARTMENT, THREE COUNTY CENTER, CARMEL, NY 10512, ATTENTION: PISTOL PERMITS.** (*Hand delivered applications will **not** be accepted.*) The Sheriff's Department will contact you to schedule an appointment for fingerprinting at a later date (allow 6 - 8 weeks). The fee for fingerprinting is **\$94.25 (*postal money order only*)** made payable to **PUTNAM COUNTY COMMISSIONER OF FINANCE.** (No other type of payment will be accepted.)

QUESTIONS

If you have questions or need assistance completing your application, call (845) 225-4300, ext. 42221.

HANDGUN SAFETY COURSE

The Putnam County Sheriff's Office conducts a handgun safety course once a month. The class is given on a weekday evening from 7:00 – 10:00 p.m. There is no fee for the course. **REGISTRATION IS REQUIRED AND SPACE IS LIMITED.** Please call (845) 225-4300, ext. 42221 to register.

BUSINESSES THAT OFFER A HANDGUN SAFETY COURSE

SPORTSMAN'S DEN, INC.	(845) 228-5744
ACCURATE SPORTS	(914) 375-5102
HAVE GUN WILL TRAVEL	(845) 284-2366
ARMED AND UNARMED SCHOOL OF SECURITY	(845) 878-4804
GOLD SHIELD TRAINING CENTER	(914) 667-2299
KENT ROD & GUN CLUB – John Sparano	(914) 424-6659
John Alpert	(845) 216-0437
(email: kentrodandgun@msn.com)	

CHECK LIST

To Be Submitted with Application Questionnaire:

- 1) Application Questionnaire – complete, signed by references and notarized.
- 2) Postal money order for \$94.25 payable to Putnam County Commissioner of Finance.
- 3) Three (3) head shot photographs (passport size).
- 4) Four (4) stamped envelopes addressed to your character references. (No return address.)
- 5) Copy of proof of a handgun safety course (or ID card if you are a police or peace officer).
- 6) Copy of your driver's license. (Copy of a utility bill or tax bill, if necessary.)
- 7) Court disposition(s) (if applicable).
- 8) Business carry paperwork (if applicable).
- 9) Copy of Certificate of Naturalization or passport (if applicable).
- 10) Copy of Alien Registration Card (if applicable).
- 11) Copy of handgun receipt(s) (if applicable).

DO NOT MAIL YOUR APPLICATION TO THE SHERIFF'S DEPARTMENT UNTIL IT IS COMPLETE.

IF YOUR APPLICATION IS INCOMPLETE, YOU WILL BE REQUIRED TO PICK IT UP IN PERSON AND RESUBMIT IT VIA CERTIFIED MAIL.

APPLICATIONS WILL NOT BE REVIEWED BY THE SHERIFF'S OFFICE PRIOR TO SUBMISSION.

PUTNAM COUNTY SHERIFF'S DEPARTMENT
PISTOL LICENSE APPLICANT QUESTIONNAIRE

Last Name: _____ First: _____ (Full) Middle: _____

Maiden Name: _____ Aliases: _____
(i.e., previous married name or a/k/a)

Have you resided in Putnam County for at least 6 months? YES _____ NO _____

Residence Address: _____

Mailing Address (if different): _____

Previous Address: _____
(if less than 10 years at your present address)

Home Phone Number: () _____ - _____

Cell Phone Number: () _____ - _____

Date of Birth: _____ / _____ / _____ Age: _____ Male: _____ Female: _____
(mo) (day) (year) (check one)

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____
(feet/inches) (pounds) (do not abbreviate)

Race: _____ Social Security Number: _____ - _____ - _____
(i.e., White, Black, Hispanic, Asian)

Are You a United States Citizen? _____ State or Country of Birth: _____
(Yes or No)

Alien Registration Number (if applicable): _____

Current Employer: _____
(Do not leave blank. State if you are retired, unemployed, homemaker, student, disabled, etc.)

Employer Address: _____

Occupation: _____ Nature of Employment: _____
(i.e., Teacher) (i.e., Education)

Business Phone Number: () _____ - _____

Type of License You are Applying for: _____
(See page 1 of instructions for license types)

Give four (4) character references who, by their signature, attest to your good moral character. Each character reference must be 21 years of age or older. Each reference must personally sign the form. *(Print clearly.)*

Last, First, MI	Street Address	City, State, Zip Code	Signature

Have you ever been arrested, summoned, charged or indicted anywhere for any offense, including DWI (except traffic infractions)? NO _____ YES _____ (if yes, furnish the following information. Information MUST be complete. Dispositions MUST be provided.)

Date	Police Agency	Charge	Disposition	Court and Date

(Attach additional sheet, if needed.)

Have you ever been terminated/discharged from any employment or the armed forces for cause? YES___ NO___

Have you ever undergone treatment for alcoholism or drug use? YES___ NO___

Have you ever suffered any mental illness, or been confined to any hospital, public or private institution, for mental illness? YES___ NO___

Have you ever had a pistol license, dealer's license, gunsmith license, or any application for such a license disapproved, or had such a license revoked or cancelled? YES___ NO___

Do you have any physical condition which could interfere with the safe and proper use of a handgun? YES___ NO___

Have you ever been charged, petitioned against, a respondent, or otherwise been a subject of a proceeding in family court? YES___ NO___

If answer to any question is YES, explain here: _____

(Attach additional sheet, if needed.)

