



POLICE DEPARTMENT COUNTY OF SUFFOLK
PISTOL LICENSE APPLICATION INSTRUCTIONS
PDCS 4406-2b



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. Four (4) character references are required; they should be citizens and residents of Suffolk County who have known the applicant for a minimum of one (1) year. References which are **UNACCEPTABLE** are as follows: relatives; either by blood or marriage, members of a Police Department, husband and wife combinations, or any two (2) or more members of the same family or household. The references chosen **must sign** the questionnaire in the appropriate area.

All questions are to be answered completely. If you answered 'Yes' to any of questions #38 through #52, you **MUST** attach a *notarized statement* on paper sized 8½" x 11" explaining each answer(s) in **complete detail**, if you cannot legibly fit your answer in the appropriate space on the questionnaire.

FALSE STATEMENTS MADE IN NOTARIZED FORMS ARE PUNISHABLE AS A CLASS 'A' MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE NEW YORK STATE PENAL LAW.

ARREST INFORMATION

If you have ever been **arrested**, or received a **Field Appearance Ticket**, or **Criminal Summons**, you **must** indicate it on the Applicant Questionnaire, question #18. On the day of your interview, you will be required to submit a *Transcript of Record* from the Court of Record indicating the Offense and Disposition, as well as a *detailed notarized statement* describing the circumstances, for each arrest. *You must do this even if the case was dismissed, the record sealed or the case nullified by Operation of Law.* The New York Division of Criminal Justice Services will report to us **every** instance involving the arrest of an applicant. **DO NOT RELY ON ANYONE'S REPRESENTATION THAT YOU NEED NOT LIST A PREVIOUS ARREST.** 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.

FAILURE TO DISCLOSE AND LIST THE ABOVE INFORMATION WILL RESULT IN THE DISAPPROVAL OF YOUR APPLICATION. IF YOU HAVE ANY DOUBTS AS TO WHETHER A PARTICULAR EVENT WAS AN ARREST, YOU MUST ADVISE YOUR APPLICANT INVESTIGATOR OF THE INCIDENT IN QUESTION DURING YOUR INTERVIEW.

LICENSE TYPE

The New York State Penal Law Section 400.00 Subdivision 2 authorizes the following types of licenses:

- | | |
|---|-----------------------------|
| (a) Premise Dwelling | (e) Employee of Corrections |
| (b) Premise Business | (f) Proper Cause |
| (c) Bank or Express Messenger | (g) Antique Pistols |
| (d) Justice of the Supreme Court 1 st , or 2 nd Judicial Dept. or Judge of NYC Criminal/Civil Court | |

NOTE: For any of the 'proper causes' listed below, the applicant must indicate (f) for Proper Cause and the classification that applies. For instance, if you are requesting a 'sportsman' classification, enter ' (f1) sportsman' in fields #12 and #37 of the Pistol License Applicant Questionnaire. If you are requesting a 'business' classification, enter ' (f2) business' in the appropriate area, and so forth, depending on the desired class of license.

PROPER CAUSE FOR ISSUANCE

- 1) **SPORTSMAN** - (Target and Hunting) - Firearms 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.
- 2) **BUSINESS** - Firearm may only be carried while actually engaged in conducting the business for which the license was issued or traveling directly thereto or therefrom. Instructions to obtain this endorsement are provided upon request or by downloading from the Pistol License Website.
- 3) **SECURITY** - Firearm may only be carried while working assigned duties for a State licensed agency or a municipality and when traveling directly thereto or there from. The licensee needs a letter from the firm located in the County of Suffolk certifying employment; full or part time and stating you are to be armed. You will also need a photocopy of your special armed guard registration card or a forty-seven (47) hour firearms training course certificate issued by a certified school or security guard company as required by the New York State General Business Law Section 89-n.
- 4) **AUXILIARY POLICE** - Firearm may only be carried while working assigned duties as an auxiliary police officer, while in uniform or traveling directly to or from your residence and your assigned post. A letter of authorization from the Emergency Preparedness Section is necessary. ***THERE IS A 3.00 (THREE DOLLAR) LICENSE FEE.***
- 5) **QUALIFIED RETIRED LAW ENFORCEMENT OFFICER** - ***CALL THE PISTOL LICENSING BUREAU***
- 6) **CARRY** - Unrestricted carry (except New York City). You must show '*additional proper cause*' to qualify for this endorsement. '*Additional proper cause*' is determined by a review of all relevant information bearing on your claimed need. You must show that you are exposed to extraordinary personal danger, documented by proof of recurrent threats to life or safety. The mere fact that you reside in a '*high crime area*' does not establish '*proper cause*' for the issuance of this endorsement.

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PHOTOGRAPHS

Your photograph will be taken at the time of your interview.

FINGERPRINTS

Your fingerprints will also be taken at the time of your interview.

IDENTIFICATION

Applicant must submit a copy of their *Birth Certificate* or valid *United States Passport*. If you were born in a foreign country and have become a United States citizen, you **must** produce *naturalization papers*. If you are a resident alien, you **must** bring your *Alien Registration Card*.

PROOF OF RESIDENCE

A voter registration card, utility bill, or tax bill will be accepted

IMPORTANT

If any part of your Applicant Questionnaire is found to be untruthful, if significant information is omitted, or if written explanations/ statements are found to be vague, your application will be DISAPPROVED.

PISTOL LICENSE CONSULTING FIRMS

This department has received complaints concerning misrepresentations and misleading information provided by various firms who indicate that they can assist you in receiving a pistol license or expedite your application. It is this Department's position that the utilization of these firms is unnecessary and that these application instructions are self-explanatory. If you have any questions concerning the application or application process, you can contact the Pistol Licensing Bureau @ (631) 852-6311 and someone will assist you.

FEES

A TEN-DOLLAR (\$10.00) check or money order for the Pistol License Application fee, made payable to SUFFOLK COUNTY POLICE DEPARTMENT (abbreviation SCPD will suffice), **must accompany your QUESTIONNAIRE**. In addition, you must bring a NINETY-FOUR DOLLAR and TWENTY-FIVE CENT (\$94.25) **MONEY ORDER** made payable to SCPD on the day of your interview. **No other type of payment will be accepted.**

ALL FEES ARE NON REFUNDABLE.

OTHER GENERAL INFORMATION

A self-addressed stamped envelope must accompany any request by mail **that requires a reply**. Additional information can be obtained by calling the Pistol Licensing Bureau or by utilizing the Suffolk County Government Website, which is listed below. Once on the website, navigate to the Police Department website and access the Pistol License Bureau link.

AFTER COMPLETING THE APPLICANT QUESTIONNAIRE, YOU MAY DELIVER IT IN PERSON, OR BY MAIL. RETAIN THIS INSTRUCTION SHEET. IN EITHER CASE, THE ABOVE TEN-DOLLAR FEE MUST ACCOMPANY THE QUESTIONNAIRE. FOLLOWING RECEIPT OF THE QUESTIONNAIRE, A PISTOL LICENSE INVESTIGATOR WILL LATER CONTACT YOU TO SCHEDULE AN INTERVIEW APPOINTMENT. IF YOU DO NOT RECEIVE A CALL WITHIN TWO MONTHS, CONTACT THIS OFFICE AT THE NUMBER BELOW – YOUR QUESTIONNAIRE MAY BE INCOMPLETE AND UNABLE TO BE PROCESSED.

FOR SECURITY AND SAFETY REASONS, NO SMALL CHILDREN WILL BE PERMITTED IN THE INTERVIEW AREA.

**Mail Applicant
Questionnaire to:**

**SUFFOLK COUNTY POLICE DEPARTMENT
PISTOL LICENSING BUREAU/ APPLICATION
30 YAPHANK AVENUE
YAPHANK, NEW YORK 11980**

**PHONE 631-852-6311 FAX 631-852-6670
SUFFOLK COUNTY GOVERNMENT WEBSITE: www.co.suffolk.ny.us
OFFICE HOURS: MONDAY TO FRIDAY, 9:00 AM TO 4:30 PM**