

# Nassau County



# Police Department

EDWARD P. MANGANO  
COUNTY EXECUTIVE

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Mineola, New York 11501  
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THOMAS C. KRUMPTER  
ACTING COMMISSIONER

## PISTOL LICENSE APPLICATION INSTRUCTIONS

### Step 1: Obtain and prepare application.

Prior to completing any of the enclosed forms, take the time to review these instructions to assure that the enclosed forms will be properly prepared. All of the forms are to be completed and all required supplementary documents are to be secured prior to submitting your application for review.

**PLEASE NOTE THAT FORMS MUST BE CLEARLY PRINTED IN BLACK INK ONLY OR TYPED.**

1. **Form preparation:** All questions *must* be answered completely.

***FALSE STATEMENTS MADE ON ANY FORM IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE NYS PENAL LAW AND WILL RESULT IN THE DISAPPROVAL OF YOU APPLICATION.***

- a. Pistol License Questionnaire.
  - i. Character references: *should* be US citizens and *must* be Nassau County residents who have known the applicant for a minimum of 1 year. The following categories of people are *unacceptable* as character references:
    1. Relatives, by either blood or marriage,
    2. Active law enforcement officers,
    3. Husband and wife combinations,
    4. Two or more members of the same family or household.

The character references will be listed on the questionnaire. Individual forms will be provided for each character reference to complete.

- ii. If you answer "Yes" to any question from #1 through #19, you *must* attach a notarized statement on an 8 ½" x 11" sheet of paper explaining each answer in complete detail. This is in addition to any information requested in a specific question.

- iii. You must obtain and submit a NYS driving record history also called a “lifetime abstract”. This document is available through the NYS DMV web site located at [www.dmv.ny.gov](http://www.dmv.ny.gov). The specific link for the instructions and form is <https://dmv.ny.gov/get-my-own-lifetime-driving-record>. Have the document sent to yourself and submit it with your application.
- iv. If you have *ever* been arrested or received a Field Appearance Ticket or Criminal Summons from *any* law enforcement agency, you *must* do the following:
  1. Answer “Yes” on the Pistol License Questionnaire, *and*
  2. Submit a certified Transcript of Record from the presiding court indicating the offense and final disposition, *and*
  3. Submit a detailed notarized statement describing the circumstances surrounding each arrest and its disposition.

You *must* provide this documentation even if the case was dismissed, the record sealed, or the case nullified by operation of law. The NYS Division of Criminal Justice Services will report to us *every* instance involving the arrest of an applicant.

***DO NOT ALLOW ANY PERSON TO ADVISE YOU THAT YOU NEED NOT LIST A PREVIOUS ARREST.***

NYS law provides the authority for the Licensing Officer to inquire into the facts underlying the arrest of a pistol license applicant, even if the arrest was terminated in his or her favor.

***FAILURE TO REPORT THE DETAILS OF AN ARREST WILL RESULT IN THE DISAPPROVAL OF YOUR APPLICATION.***

- b. Pistol License Applicant’s Declaration Form: complete form and have it notarized. Applicants are required to know the information contained in the Application Instructions and Information Handbook.
  - c. Pistol Licensee’s Residence Declaration: complete form and have it notarized.
  - d. NYS Firearms License Request for Public Records Exemption/FOIL Opt Out Form: applicants should be aware that an approved application is a Public Record and their name and address may, in some circumstances, be released. By completing this form your personal information will be exempt from disclosure.
2. Applicant must provide the following:
- a. Two identical passport size photos, black and white or color photographs on photo paper.
    - i. Taken within the past 30 days.
    - ii. Photographs must be clear and distinctly show facial features.
    - iii. Must have a plain light colored background.

- b. Identification.
  - i. Current NYS driver license showing a Nassau County address. A Post Office Box is unacceptable, *and*
  - ii. Birth Certificate or Passport.
  - iii. If born in a foreign country, you must submit a copy of your naturalization certificate or your alien registration card. The alien registration number is necessary to process your fingerprints. In addition, we will need to see your passport or birth certificate.

**Note:** If you do not have a NYS driver license. You must provide two proofs of residence from the list below. At least one of these *must be* in your name.

- c. Proof of Residence.
  - i. Major utility bill, gas, water, electric only, *or*
  - ii. Tax bill.
  - iii. Applicants residing with their parents or who do not have one of the above in their name *must* submit a notarized letter from their parents or the person whose name is on the document stating that the applicant resides at that location and they have no objection to the weapon being on the premises.

## Step 2: Review of application.

1. When you have completed all of the forms and secured all required supplementary documents, you are ready to proceed with the next phase of the application process. You must appear at the Pistol License Section to have your application package reviewed for accuracy and completeness. No appointment is necessary for this phase.
2. If the forms are not completed properly or the required documentation is not provided, the application will be returned to you with instructions for proper completion.
3. Upon approval of your application package, you will be given the following:
  - a. Fingerprint appointment.
  - b. Four Affidavit of Character Reference Forms. Follow the instructions on the front of the form.
  - c. New York State Pistol/Revolver License Application/Fingerprint card. The only information you will fill out on this form is the character reference information on the front. Fill in your character reference's names and addresses and have them sign in the last column. This must be done in *black ink only*. You can not fold, spindle, or mutilate this form. It must be returned to the Pistol License Section in the same condition as you receive it.

## Step 3: Fingerprinting.

1. When you arrive for your fingerprint appointment, you must supply the following two (2) fees:
  - a. \$200.00 application fee. Form of payment accepted: credit card, check, or money order. Check or money order made payable to NCPD. *Cash will not be accepted.*
  - b. \$89.75\* fingerprint processing fee. Form of payment accepted: check or money order made payable to NCPD. *Cash will not be accepted.* This fee *must be separate* from the application fee.  
\* (Effective 10/1/2016, the fingerprint processing Fee will be \$87.00)

## GENERAL INFORMATION

1. **Deadline:** All completed forms and supplementary documentation must be received by your investigator within 6 months of the day you are fingerprinted. Failure to comply with this instruction will result in the cancellation of your application prior to issuance.
2. **Submission of Application:** Pistol Licenses will be processed as quickly as possible. Present waiting time is six (6) months from day of fingerprinting. *DO NOT CALL* within this time frame.
3. **Pistol License Consulting Firms:** This Department has received complaints concerning misrepresentations and misleading information issued by various firms who indicate that they can assist you in receiving a pistol license or can expedite your application. It is this Department's position that the utilization of these firms is unnecessary and that the application instructions are self-explanatory. If you have any questions concerning the application or application process, you can contact the Pistol License Section and someone will assist you.

The NCPD Pistol License Handbook and additional forms are available at [www.pdcn.org](http://www.pdcn.org). Once at the site select 'About NCPD' then select 'FORMS'.

POLICE DEPARTMENT COUNTY OF NASSAU, N.Y.  
PISTOL LICENSE SECTION  
1490 FRANKLIN AVE  
MINEOLA, N.Y. 11501  
PHONE 516-573-7559 FAX 516-573-7861

**PISTOL LICENSE SECTION HOURS**  
MON. AND FRI. 8:00 A.M. TO 5:00 P.M., TUES. AND THUR. 9:00 A.M. TO 7:00 P.M.  
WED. CLOSED

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