

# Nassau County



# Police Department

THOMAS R. SUOZZI  
COUNTY EXECUTIVE

1490 Franklin Avenue  
Mineola, New York 11501  
(516) 573-7000

LAWRENCE W. MULVEY  
COMMISSIONER

## PISTOL LICENSE APPLICATION INSTRUCTIONS

### Step 1: Obtain and prepare application.

You have appeared at the Nassau County Police Department Pistol Licensing Section and received an application package for a Nassau County pistol license. 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.***

- 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. 2 or more members of the same family or household.

The character references will be listed on the questionnaire. Individual forms will be provided during step 3 while present for fingerprinting.
  - ii. If you answer "Yes" to any question from #1 through #13, you *must* attach a notarized statement on a 8 ½" x 11" sheet of paper explaining each answer in complete detail.
  - iii. You must obtain an abstract of your driver's record from the NYS Department of Motor Vehicles in the following situations:
    1. If you have received a traffic summons or been arrested for any traffic infraction in the last 5 years, *or*
    2. If your driving privileges have *ever* been suspended or revoked, *or*
    3. If you are unsure if either of the above situations apply to you.

- 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 both forms as originals and have both forms notarized. Applicants are required to know the information contained in the Application Instructions, Information Handbook, and Use of Deadly Physical Force Excerpt.
  - c. Clinical Information Letter: complete form but do not sign.
2. Applicant must provide the following:
- a. Three identical 1 ½” x 1 ½” square black and white or color photographs.
    - i. Taken within the past 30 days.
    - ii. Photographs must be clear and distinctly show facial features.
- Note:** *Do not* provide passport size photographs (2" x 2"). These photographs are too large for licensing purposes.
- b. Identification.
    - i. Current NYS driver’s 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 and do not have a birth certificate, your naturalization papers or evidence of citizenship will be acceptable proof. If you are a resident alien, you *must* bring your Alien Registration Card.
  - c. Proof of Residence.
    - i. Voter Registration Card, *or*
    - ii. Utility bill, *or*
    - iii. Tax bill.
    - iv. 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 Licensing 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 an appointment for an interview and fingerprinting.

## Step 3: Interview and fingerprinting.

1. When you arrive for your interview and fingerprint appointment, you must supply the following two (2) fees:
  - a. \$200.00 application fee. Form of payment accepted: cash, check, or money order. Check or money order made payable to NCPD.
  - b. \$94.25 fingerprint processing fee. Form of payment US Postal Money Order *only*. Money order made payable to NCPD. Cash will not be accepted for this fee. This fee *must be separate* from the application fee.
2. You will be given 4 character reference forms. The instructions are listed on the form.

## 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:** Applicants should be aware that an approved application is a Public Record and their name and address may, in some circumstances, be released.
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.

POLICE DEPARTMENT COUNTY OF NASSAU, N.Y.  
RECORDS BUREAU, PISTOL LICENSE SECTION  
1490 FRANKLIN AVE  
MINEOLA, N.Y. 11501

PHONE 516-573-7559 FAX 516-573-7519

### PISTOL LICENSE SECTION HOURS

MON. AND FRI. 9:00 A.M. TO 5:00 P.M., TUES. AND THU. 11:00 A.M. TO 7:00 P.M. WED. 7:30 A.M. TO 7:00 P.M.

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