

ERIE COUNTY PISTOL PERMIT APPLICATION

Michael P. Kearns

Erie County Clerk

ESSENTIAL INFORMATION

Applicants must be twenty-one (21) years old. Immigration documentation is required for non-citizen applicants. U.S. Citizens born outside of the United States must provide proof of citizenship.

A NYS Drivers License or Non-Drivers ID is required with the current name (i.e. married name) and address. Proof of social security number, original social security card or original W-2 with social security number.

Proof of completing safe handling of firearms instruction from a NYS certified instructor **MUST** be submitted with application. A DD-214 can be used in place of a course only if it states firearms training/qualification. Law enforcement must provide government issued ID and recent proof of qualification.

If requesting a pistol permit for Business Protection you must provide: a) as the business owner, a copy of a DBA or business certificate; or b) as an employee of the business, a signed letter on company letterhead from management acknowledging the application for a carry concealed pistol permit for Business Protection.

Fingerprinting must be done prior to submitting your application. **NOTE: Fingerprinting must be done at least 48 hours prior to your appointment and/or submittal of your application and no more than 30 days.**

Two (2) black and white or color photographs 2"x2" with applicants name printed on the back of each picture must be submitted with application. No machine or amateur photographs will be accepted. Pictures can be taken in the Erie County Clerk's Administrative Office for \$10.00.

To submit a completed application schedule an appointment on-line at: <http://erie.gov/clerk>

A non-refundable Pistol Permit Processing Fee of \$20.00 will be charged with when you submit your application.

Print legibly using **only black ink** on all forms.

1. APPLICANT AND CHARACTER REFERENCE INFORMATION (PPA-4R)

- Applicant and character information must contain all information requested.
- Must provide **FOUR (4)** character references.
- **All** character references must live in Erie County. In addition, your character references may need to live in your city, town, or village. References may NOT be Erie County Sheriff's Employees, family members, boyfriend/girlfriend or anyone who may be included as a member of applicant's household.
- A character reference with an arrest record could be unacceptable and delay your application.

2. STATE OF NEW YORK PISTOL/REVOLVER LICENSE APPLICATION (PPB-3)

- Complete **BOTH** copies of New York State Pistol/Revolver License Applications (PPB-3). Both double sided applications **MUST** be original. Photocopies will NOT be accepted.
- Character references must be same as provided on the County application.
- References **MUST sign BOTH** NYS PPB 3 Applications and be qualified as noted above.
- The PPB 3 specifically states: "Have you ever been arrested, summoned, charged or indicted anywhere for any offense, including DWI (except traffic infractions)?" Answer 'yes' if Applicant has ever been:
 - Directed to appear before a judge for anything from an ordinance up to a felony
 - Handcuffed and taken to jail
 - Fingerprinted and photographed by the police for a criminal matter or DWI
 - A warrant for arrest was issued and applicant was directed to turn themselves into police or appear before judge.
- You **must** state all arrests regardless of whether or not you were convicted. Sealed charges **must** also be listed. **Failure to disclose any criminal charges including a dismissed or sealed charge will be sufficient cause to deny this application.**
- A Certificate of Disposition (COD) for each arrest **must be submitted** with application. CODs can be obtained from the Court where the case was heard. Failure to provide a COD for all arrest(s) will result in inability to accept your pistol permit application.
 - In the case that a COD is no longer available by the Court, an original letter from the Court must be provided on letterhead, listing the current date, date of the charge, the charge, case number, case dispose date and a statement stating the COD is no longer available.
- The applicant's signature on the (2) State of New York Pistol/Revolver License Applications (PPB 3) **MUST** be witnessed in the presence of and acknowledge by a Notary Public or Commissioner of Deeds.

Failure to complete all instructions, provide all forms or misinformation in the application process may result in inability to accept your application, delay in processing or a denial of your permit application.

Date of Finger Prints

ERIE COUNTY PPA-4R

Police Agency

APPLICANT INFORMATION

Full Name		Maiden Name (if applicable)	Date of Birth
Full Address		Home Number	Cell Number
Mailing Address (if different)		Work Number	
Email Address		Country of Birth	
Employer	Job Title		

APPLICANT QUESTIONS

Any additional Last Names you were known by?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name:
Are There Children living where the handguns will be stored or used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Ages:
Are you an active dues-paying member of a bona fide gun club?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Where:
Do you currently own or possess any rifles, shotguns, long bows or cross bows, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am requesting a pistol permit for the following reason: <input type="checkbox"/> Unrestricted/Personal Protection <input type="checkbox"/> Target & Hunting <input type="checkbox"/> Target, Hunting & Business Protection (Business Name):		
If you requested "Unrestricted/Personal Protection" please give a detailed reason for this: (attach separate sheet if necessary)		

CHARACTER REFERENCES (No Relatives or Employees of the Erie County Sheriff's Department)

Full Name		Maiden Name (if applicable)	Date of Birth
Full Address			
Home Number	Cell Number	Work Number	

Full Name		Maiden Name (if applicable)	Date of Birth
Full Address			
Home Number	Cell Number	Work Number	

Full Name		Maiden Name (if applicable)	Date of Birth
Full Address			
Home Number	Cell Number	Work Number	

Full Name		Maiden Name (if applicable)	Date of Birth
Full Address			
Home Number	Cell Number	Work Number	

Pursuant to Section 400.00, Subdivision 4 of the New York State Penal Law, we are hereby requesting information regarding any previous or present mental illness of the following pistol permit applicant:

Signature of Applicant: _____ Date: _____

ERIE COUNTY PISTOL PERMIT DEPARTMENT

ADDITIONAL INFORMATION FOR CITIZENSHIP, FINGERPRINTING AND CHARACTER REFERENCES

PROOF OF CITIZENSHIP

1. U.S. or U.S. Territory birth certificate showing both first and last name, issued by a Board of Health, Bureau of Vital Statistics, or U.S. State Department.
 - a. U.S. Territories are: American Samoa, Guam, Mariana Islands, Marshall Islands, Puerto Rico
2. US Passport or Passport Card (unexpired); Naturalization Certificate.
3. If born outside U.S.:
 - a. Certificate of Citizenship (N-560, N561 or N-645)
or
 - b. Report of Birth Abroad of US Citizen, issued by US Embassy or Consulate (FS-240, DS-1350, F-545).
4. Original statement from US Consular Officer verifying that you are US citizen with a valid passport.
5. Proof of Permanent Resident:
 - a. Permanent Resident Card (I-551"Green" card)

FINGERPRINTING

1. To be fingerprinted by *IdentoGO* you must make an appointment by telephone or online.
 - a. Online: <https://uenroll.identogo.com/workflows/151Z1G>
 - b. Phone: (877)472-6915 or TTY/TTD (877)219-0199
 - c. You will need to provide:

Service code: **151Z1G**

ORI# **NY931040Z**

Reason: **Pistols**

2. You must provide your name EXACTLY as it appears on your New York State Driver's License or Non-Driver ID.
3. Arrive at the fingerprinting location at your scheduled time, with documentation required.
4. **You must bring your receipt of fingerprinting to your appointment with the Pistol Permit Department.**

CHARACTER REFERENCES

If you are residing in any jurisdiction *other than* Amherst, Aurora (Town) or Tonawanda (Town) your references must all reside within Erie County.

1. AMHERST: At least two (2) references must live in Amherst, the other two (2) may live anywhere in Erie County.
2. AURORA (Town): At least two (2) references must live in Town of Aurora or Village of East Aurora, the other two (2) may live anywhere in Erie County.
3. TONAWANDA (Town): All four (4) must live in the Town of Tonawanda or Village of Kenmore.

The Erie County Pistol Permit Department CANNOT make exceptions to the above requirements, exceptions must be made by an authorized person at the specific police department.

APPLICANT CHECKLIST

- Appointment made for Pistol Permit Application. Date:_____ Time:_____
- Fingerprinting scheduled/completed at least 48 hours prior to your appointment and no more than 30 days.
- Certificate of completing safe handling of firearms instruction from a NYS certified instructor. Dated no longer than five (5) years.
- PPB-3 (2 originals) completed and notarized with four (4) references signed by all references.
- PPB-4 completed with the four (4) references listed on the PPB-3.
- A NYS Drivers License or Non-Drivers ID, proof of citizenship and/or immigration document(s).
- Original social security card or W-2 with social security number.
- Documents required for a Business Protection Permit.
- Court of Dispositions for **all** arrests including DWI (except traffic infractions) and sealed cases.

Failure to complete all instructions, provide all forms or misinformation in the application process may result in inability to accept your application, delay in processing or a denial of your permit application.
