

# Application Checklist

PISTOL CLERK



DELAWARE COUNTY SHERIFF'S OFFICE

NOTE: All items **MUST** be turned in along with this checklist showing you have completed all requirements listed. Once you start the process, you have **6 MONTHS** to complete it. After 6 months, any invalid item will have to be replaced. Please be sure to check off items as they are completed. [This checklist also needs to be submitted with your application packet]

- BOTH applications must be completely filled out in BLACK INK OR TYPED.  
(Photo can be taken and signature can be notarized at the Pistol Clerk's Office.)
- ONE fingerprint receipt from IdentoGo.
- All 4 reference forms have been completely filled out, signed and notarized, including PHYSICAL ADDRESS (NO PO BOXES ACCEPTED) and a working phone number. (A clear copy of driver's license for each character reference is required.)
- NYS Firearms License Request for Public Records Exemption
- Copy of current driver's license or NYS Non-Driver ID
- Copy of all vehicle registration(s). (In applicant's name only)
- Copy of current school tax bill indicating whether or not you have the Basic Star Program on the current property. (If you rent the property or your name is not on the tax bill at the address given, then you must provide the attached **Proof of Residency form**. If you live at home with family members, you must provide a copy of their school tax bill and indicate whom the owners are.)

NOTE:

- If you live outside of New York State, Please include a copy of your firearms license from that state.

SPECIAL NOTE:

- After your application packet clears the background check, you will be notified to schedule your required safety course. Please refer to the Safety Course Instructions.

ADDITIONAL NOTES:

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Call the Pistol Clerk at 607-832-5461 to set up an appointment to turn in the completed checklist and require paperwork.