

# Application Instructions

PISTOL CLERK



DELAWARE COUNTY SHERIFF'S OFFICE

**NOTE: As of 9/1/2022, you will be REQUIRED to COMPLETE and SUBMIT a certificate showing completion of the required 16-hour classroom and 2-hour live firearm safety training course. Please make sure that the Safety Course is compliant with Delaware County before taking the course.**

1. You **MUST** be 21 years of age to apply.
2. Your primary residence or principal place of employment **MUST** be Delaware County.
3. If you live outside of New York State, but own a home in Delaware County, your school tax receipt **MUST** show your name on it.
4. Questions not answered truthfully may be cause for denial of the application by the Delaware County Judge.
5. No pistol license will be approved for a person disabled by conviction of a felony or a serious offense.
6. All pistols and revolvers in the possession of an unlicensed person **MUST** be turned in to a police agency until such time as a license has been issued.
7. **TWO** (2) ORIGINAL applications must be completed (NO COPIES). **BOTH** applications must be completed in their entirety in BLACK INK ONLY or TYPED.
8. **Start** filling out the NYS Application at **LAST NAME**, found in the **Personal Information Section**.
  - a. All applicable fields **MUST** be completed.
  - b. The Pistol Clerk will complete all fields in the Licensing Office Section.
9. Do NOT abbreviate the names of the cities/villages.
10. List your physical address and mailing address separately.
11. If you are a non-resident applicant, list your Delaware County address as your physical address and your out of state residence as your mailing address.
12. You must complete the MARITAL STATUS and RELATIONSHIPS.
13. If you are currently unemployed and applying for a pistol license, this must be noted on the application.
14. If you answer "yes" to the arrest question, please list to the best of your knowledge the year(s), the police agency, the charge, the disposition date, the disposition, along with the location of the disposition. Even if it was dismissed or a Y.O. – you **MUST** put it down.
15. If your address or place of employment changes after your application has been submitted and your license has not been issued yet, notify the Pistol Clerk of the change.

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16. **FOUR** (4) character references which you have known personally for FIVE (5) years must be submitted. References may NOT be relatives, police personnel, court officers or two people from the same family. References MUST be residents of New York State. References MUST personally sign BOTH applications and ONE (1) of the character reference forms. The form is included in your packet. These forms will need to be filled out by the references, signed in front of a notary public, and include a copy of their driver's license.
17. Submission of your TWO (2) applications must include all of the required items listed on the Application Checklist.

## **FINGERPRINTING INFORMATION**

18. The fingerprints are now being done electronically. You will need to schedule an appointment for fingerprinting by going online to <https://uenroll.identogo.com> or by calling the L-1 toll free call center at (877)-472-6915. Appointment scheduling via the website is available 24/7/365. Appointment scheduling via the call center is available 9am-9pm, Monday through Saturday. If you are scheduling your appointment online, we recommend that you print out or save the confirmation page and bring this to your appointment.
19. You will be asked for a service code when scheduling your appointment. The Pistol Clerk's Service Code is (**#158B2R**).
20. You will select the most convenient location to get fingerprinted as part of making your appointment. A list of available locations can be found online by visiting <https://www.identogo.com/locations> and entering in either New York or the zip code of your home location.
21. Payment options include: personal or business check, government check, certified check, bank check, money order, credit card or L-1 escrow account. Payment is made to "IDEMIA." You will need to check with the fingerprint location to find out the fee for the fingerprinting. The fee changes periodically.
22. You will need TWO (2) forms of identification (one of which must be a photo ID) when you go to your fingerprint appointment. During the scheduling of the appointment, the options for valid forms of identification are listed. If payment was not already submitted, you will need to submit payment at that time as well. The service code of (**#158B2R**) may be needed at the fingerprinting agency.
23. You will be provided TWO (2) receipts indicating your name, fingerprinting site location, date and time, fee paid and reason for fingerprinting.

**ONE (1) copy of your fingerprint receipt MUST be submitted with your application.**

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## SUBMITTING YOUR APPLICATION PACKET

24. Applications **MUST** be notarized.
25. The fee for the pistol license is \$20.00, the Semi-Automatic Rifle endorsement is an additional \$3.00 and can be paid by **cash, check, or money order**. The check or money order **MUST** be made payable to the **"Delaware County Pistol Clerk."** This fee includes your photo.
26. Please contact the Pistol Office at 607-832-5461 if you have any questions. Our office is located at 280 Phoebe Lane in Delhi NY 13753.