

RULES AND REGULATIONS OF A PISTOL LICENSE APPLICANT

EXCEPT FOR CHARACTER REFERENCES, DO NOT SIGN, OR HAVE ANYONE WITNESS, ANY OF THE APPLICATION PAPERWORK

1. Applicant must be 21 years of age at the time of application and a current resident of Seneca County for a minimum of 6 months.
2. Complete the State of New York Pistol/Revolver License Application Form (PPB-3) **IN DUPLICATE**. No photocopies will be accepted. **USE BLACK INK or TYPE**. Start with your **LAST NAME**. Attach additional statements or letters if required.
3. Four (4) character references are **REQUIRED**:
 - A. Each must be 21 years of age or older and a resident of Seneca County.
 - B. None may be family members, or reside in the same household.
 - C. Each of your references must personally sign both copies of the License Application Form (PPB-3).
 - D. Notarized references must be dated within the 6 month period preceding your in-person appointment.
4. Answer all the questions on the **Pistol License Applicant Questionnaire** and fill out the **Departmental Affirmation & Character Reference Mailing List**. If you are uncertain about how to answer a question or statement, leave it blank and we will attempt to assist you at the time of processing at the Sheriff's Office.
5. **Complete the attached Character Reference Mailing List**. List the names, addresses (including zip codes), and phone numbers for each of your references. It is your responsibility to provide the Pistol Permit Character Reference Form to four (4) references and it is their responsibility to return it to you or return it to the Sheriff's Office directly prior to processing. Your application will not be processed until the Sheriff's Office is in possession of all four (4) of your character references.

When all of the application paperwork has been completed, you must call the **PISTOL PERMIT CLERK** at **315-220-3430** to schedule an in-person appointment to submit your completed application.

You must bring a form of **photographic identification** with you to your appointment.

At the time of your appointment, you will be **fingerprinted, photographed**, and will sign all of the application paperwork in our presence.

FEES REQUIRED

\$94.25 **NYS DCJC/FBI Fingerprinting Fee.** At the time of your appointment, either a **MONEY ORDER** or **CASHIER's CHECK** made payable to the **Seneca County Sheriff's Office** in the amount of \$94.25 is required. No other forms of payment will be accepted for this fee.

\$10.00 **SCSO Processing Fee.** At the time of your appointment, either \$10.00 in **CASH**, or a **MONEY ORDER / CASHIER's CHECK** made payable to the **Seneca County Sheriff's Office** in the amount of \$10.00, is required for this fee.

PROCESSING TIME FOR THE PISTOL LICENSE IS APPROXIMATELY 8 MONTHS FROM THE TIME OF RECEIPT OF ALL THE PAPERWORK FROM THE APPLICANT