

ALBANY COUNTY SHERIFF'S OFFICE

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

996 Madison Ave
Albany, New York 12208 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

PROCEDURE FOR APPLYING FOR A PISTOL PERMIT

Read directions carefully before filling out the application.

You must be a resident of the Town of Berne, Coeymans, Knox, New Scotland, Rensselaerville, Westerlo or Village of Green Island to apply through the Albany County Sheriff's Office.

1. **When filling out the applications, be sure to answer all questions honestly.** Any deliberate omission or false entry may warrant rejection of entire application.
2. **Complete TWO original applications.** Applications must be two sided with front and back on one sheet. Fill out the application neatly starting with your last name and working down. You may type or print in INK ONLY. Completed applications must be signed and sworn to in front of a certified notary. The title of officer is "Notary Public." Do not fill out any portion of the back or have another agency take fingerprint impressions.
3. **Complete the Supplemental Pistol Permit Applicant Information form.** Attach copies of any items requested.
4. **Complete the Release of Information form.** It must be signed and notarized.
5. **Obtain (4) reputable character references that have known you at least one year,** all must be residents of the Capital District or surrounding area and may not be a family member. BOTH copies of the application must be personally signed by the references in the section indicating signature. The area indicating last, first, middle initial of the references must be clearly typed or printed. Please include zip codes.

Character reference forms can be downloaded from the Albany County Sheriff's website and must be issued and completed by each reference. Upon completion they must sign and swear to it in front of a certified Notary. The applicant will collect these (4) forms and present them with the entire application at the time of processing.

6. **Have two current passport-type photos taken, head and shoulder view.** They should be approximately 1½" square. Do not attach them to the application.
7. **Obtain a certified copy of your LIFETIME Drivers Abstract of Operating Record** from the New York State Department of Motor Vehicles, Empire Plaza Albany, New York. It is suggested you visit the DMV website for further information on obtaining the abstract.
8. **A certificate indicating that you have attended the 16 + 2 hour basic pistol safety course must accompany your application.**
9. **An \$89.75 U.S. POSTAL SERVICE MONEY ORDER will be needed at the time of processing.** This is the fee for DCJS /FBI fingerprint processing and should be made out to the Albany County Sheriff's Office.

When your application, Supplemental Pistol Permit Applicant Information form with attachments, character reference forms, money order, pistol safety certificate, drivers abstract, and two photos are complete, please call (518) 487-5417 to schedule an appointment to be processed.

FINGERPRINTING AND PROCESSING WILL BE DONE BY APPOINTMENT ONLY - NO EXCEPTIONS.