

**SCHENECTADY COUNTY CLERK'S OFFICE
PISTOL PERMIT SECTION: 388-4225**

Handgun Permit Requirements:

Penal law 400.00 requires basic criteria to be established in order for a license to be issued. The applicant must demonstrate the following:

- (a) Good moral character.
- (b) Lack of conviction of a felony or a serious offense.
- (c) Absence of any mental illness or confinement to any hospital/institution for mental illness
- (d) Lack of good cause for denial of license.

In order for the application to be considered for approval:

1. You must be 21 years of age or older and a resident of Schenectady County for at least 6 months.
2. You must have no felony convictions, nor other convictions of a serious offense, and disclose all arrests, indictments, and convictions. Please provide certificate of dispositions and a complete explanation of any and all arrests. Explanation should be in letter form to the **Honorable Vincent Versaci** and letter must be notarized.
3. The application form must be in triplicate, filled out in black ink, and all signatures must be original. It must be typewritten or neatly printed. The applications and all supporting documentation must be turned in to The Sheriff's Office at the time of fingerprinting. . You must submit 3 black and white, or color original photos (no photocopies), which measure approximately 1 and ½ by 1 and ½ inches. These should be "passport" type photos, taken within the past 6 months, showing current appearance, full face, facing front with a plain white background. **Please attach photos with glue not staples.**
4. You must submit a letter to **The Honorable Judge Vincent Versaci** with the application. **The letter must be notarized.** The letter must contain a full explanation furnishing the reason(s) and purpose(s) a pistol permit is requested, including information on how handguns will be secured while not in use. Please include in this letter a paragraph stating where you have been employed and where you have resided for the past five (5) years. Also please provide your phone number.
5. You must submit proof that you have successfully completed the handgun safety training program within 6 months prior to the date of submission of the application. The safety training must be one of the three approved programs. Information on those programs is included in this packet.
6. You must have four character references; the forms are included in this application packet. The individuals you choose as character references are required to fill out and submit the forms directly to the Sheriff's office. It is suggested, but not required, that your spouse be a reference, since they will be impacted by the presence of a handgun in the home. Also they will likely be aware of any good cause for the denial of the application. However, if you do not live with your

spouse you may use one relative that you are currently living with as a reference. You may not use other relatives or elected officials. You may choose to have a law enforcement official be a character reference. Please keep in mind that any reference you furnish may be personally contacted by the investigating agency as part of the investigation process.

7. The applicant must be fingerprinted. The records are checked by the New York State Division of Criminal Justice Services and the FBI. Fingerprinting is at the Schenectady County Sheriff's Office Tuesday and Wednesday 12 pm to 2 pm and Thursday 6 pm to 8 pm. **Please call 388-4300 extension 5135 to confirm that all your references are in. All references must be received before you can be fingerprinted.** The fees for this service are **\$115.25** and **may only be paid with a MONEY ORDER** made payable to Schenectady County. The Sheriff is not authorized to accept bank checks, or personal checks. **No children allowed.**

8. Since the purpose of a handgun application is to possess a particular handgun, the information must be furnished at the time of the fingerprinting. This includes the make, model, caliber, serial number, and the type of gun selected. The applicant must submit a receipt for full payment or deposit on the pistol. If it is from a private owner the bill of sale must be notarized.

9. If your application is approved by the Schenectady County Sheriff it will be forwarded to **Judge Versaci who will interview each applicant.** You will be contacted by **Judge Versaci's** staff to schedule an appointment.

10. When **Judge Versaci** makes a decision about your application it will be forwarded to The Schenectady County Clerk's Office. When The Clerk's office completes the processing of your application **you will be NOTIFIED BY MAIL.** Due to the volume of applications processing time may vary. If you are approved you will need to call the office to make an appointment. **A \$10.00 fee is due when your permit is issued.** Payment can be made in cash or by personal check made payable to the Schenectady County Clerk.

If you have any questions please call **518-388-4225.**