



POLICE DEPARTMENT
COMMANDING OFFICER, LICENSE DIVISION
ONE POLICE PLAZA, ROOM 110A
NEW YORK, N.Y. 10038
PHONE: 646-610-5560, option 5 (or 5154 direct)
FAX: 646-610-7672

November 2012

Dear New York City License or Permit holder:

On behalf of the New York City Police Department License Division we would like to take this opportunity to express our concern for you and your family in the aftermath of Hurricane Sandy.

We understand the difficulties you are facing during the restoration process and that you may have many serious issues to deal with during this time. As a pistol license or rifle/shotgun permit holder in the City of New York it is important that you continue to properly safeguard your licensed and registered firearms. In order to assist you with this responsibility the reverse side of this sheet contains a quick reference chart to provide guidance on how to address specific situations you may encounter.

Please do not hesitate to contact our office for assistance relating to licensed/permitted firearms. Below you will find useful License Division contact information that you may use for questions or to arrange to safeguard your firearm(s).

License Division: 646-610-5154
License Division Fax: 646-610-7672
Rifle and Shotgun Section: 718-520-9300
License Division Email: LicenseDivision@nypd.org

Web page for General Information about the License Division:
<http://www.nyc.gov/html/nypd/html/permits/permits.shtml>

Andrew Lunetta
Deputy Inspector

COURTESY • PROFESSIONALISM • RESPECT
Website: <http://nyc.gov/nypd>

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Quick Reference Guide

Situation	Resolution
A) You are displaced from the address listed on your license.	A) Contact the License Division to discuss your alternate living or business arrangement and your ability to safeguard your firearm(s) at the new location. A determination will be made as to whether the Police Department will temporarily assist in safeguarding your firearm(s) or if a change of address form will be submitted for your license or permit.
B) You are unable to properly safeguard your firearm(s) for any reason, including but not limited to damage to your home or business or lack of security at premise during repairs and restoration.	B) Contact the License Division. Deliver firearm(s) to the nearest Precinct where a Property Clerk's Invoice will be prepared for safekeeping. Provide the License Division with the invoice number.
C) Firearm(s) were lost or stolen as a result of the storm or related damage to your home or place of business.	C) Notify the License Division <u>and</u> your local Precinct to report the loss or theft of your firearm(s). Provide the License Division with the complaint number.
D) Firearm(s) were damaged due to the storm and you wish to send them out for repair.	D) Notify the License Division. Deliver firearm(s) to a NYC licensed gunsmith and obtain a receipt indicating that the gunsmith has possession of the firearm(s) for repair. Provide the License Division with a copy of the receipt, and notify the License Division when you retrieve your firearm(s) after repair.
E) Firearm(s) were damaged due to the storm and cannot be repaired.	E) Notify the License Division and deliver firearm(s) to the nearest Precinct. Ensure that the license number and firearm serial number are listed, and the statements "Damaged in Hurricane Sandy" and "For Destruction" are included in the remarks section of the Property Clerk's Invoice. Provide the License Division with the invoice number.