

PISTOL LICENSE APPLICATION GUIDE

This pamphlet has been prepared as a guide to assist you in deciding which type of pistol license to apply for. Owning a firearm is a serious responsibility. You will need to receive training in the safety and use of a firearm, and become familiar with all laws and regulations relating to firearms ownership.

If you decide to apply for a license you must **APPEAR IN PERSON (DO NOT MAIL YOUR APPLICATION)** at the License Division with the complete application, the documents specified in the application instructions, the license application fee (\$340.00), and a fingerprinting fee (\$99.00). **These are the only fees you are required to pay to have your application processed by us!** The fees must be in the form of TWO (2) U.S. POSTAL MONEY ORDERS, made payable to the New York City Police Department. **PERSONAL CHECKS AND CASH ARE NOT ACCEPTED** and fees should NOT BE MADE PAYABLE to any individual person. Make sure that you save the receipt for your application fee given to you by the cashier. This receipt is proof of payment and contains your application number, which is required for any subsequent inquiries regarding the status of your application.

IF YOU INTEND TO APPLY FOR A LICENSE RELATED TO YOUR EMPLOYMENT, PROFESSION, OR BUSINESS, YOU MAY ASK TO SPEAK TO AN APPLICATION REVIEWER WHO WILL "SCREEN" YOUR APPLICATION AND DOCUMENTS, AND WILL ASSIST YOU IN DETERMINING THE TYPE OF LICENSE YOU APPEAR TO BE ELIGIBLE FOR. WHETHER OR NOT YOU CHOOSE TO HAVE YOUR APPLICATION SCREENED BY A REVIEWER, YOU WILL HAVE TO PROVIDE THE DOCUMENTATION SPECIFIED IN THE APPLICATION INSTRUCTIONS AT THE TIME OF APPLICATION SUBMISSION.

AFTER YOU FILE YOUR APPLICATION YOU WILL BE CONTACTED FOR AN INTERVIEW, AND MAY BE REQUIRED TO SUBMIT ADDITIONAL DOCUMENTATION. ALL DOCUMENTS WILL BE EXAMINED AND EVALUATED, AND ALL FACTORS WILL BE CONSIDERED IN MAKING OUR DETERMINATION AS TO YOUR NEED FOR AN EMPLOYMENT, PROFESSION, OR BUSINESS RELATED LICENSE.

REGARDLESS OF THE REVIEWER'S RECOMMENDATION, YOU MAY APPLY FOR WHICHEVER TYPE OF LICENSE(S) YOU CHOOSE. THE SCREENING PROCESS IS MERELY AN ATTEMPT TO ASSIST YOU AND DOES NOT AFFECT THE FINAL DECISION REGARDING YOUR APPLICATION.

TYPES OF LICENSES

PREMISES LICENSE: ISSUED FOR YOUR RESIDENCE OR BUSINESS, THIS IS A RESTRICTED TYPE OF LICENSE. The Licensee may possess a handgun at the specific location indicated on the front of the license. This license permits the transporting of an unloaded handgun directly to and from an authorized small arms range/shooting club, secured unloaded in a locked container. Ammunition must be carried separately.

CARRY BUSINESS LICENSE: IS VALID FOR THE BUSINESS NAME, ADDRESS, AND FIREARM(S), LISTED ON THE FRONT OF THE LICENSE. IT IS NOT TRANSFERABLE TO ANY OTHER PERSON, BUSINESS, OCCUPATION, OR ADDRESS, WITHOUT THE WRITTEN APPROVAL OF THE COMMANDING OFFICER, LICENSE DIVISION.

LIMITED CARRY BUSINESS LICENSE: IS A RESTRICTED LICENSE. THE LICENSEE MAY ONLY CARRY THE FIREARM INDICATED ON THE LICENSE IN ACCORDANCE WITH THE SPECIFIC LIMITATIONS LISTED THEREON. AT ALL OTHER TIMES THE WEAPON MAY BE POSSESSED ONLY WITHIN THE CONFINES OF THE BUSINESS ADDRESS LISTED ON THE FRONT OF THE LICENSE.

SPECIAL CARRY LICENSE: IS VALID FOR THE BUSINESS NAME, ADDRESS AND FIREARMS(S) LISTED ON THE FRONT OF THIS LICENSE ONLY WHILE THE LICENSEE HAS IN HIS POSSESSION HIS VALID BASIC COUNTY LICENSE ISSUED ACCORDING TO THE PROVISIONS OF ARTICLE 400 OF THE N.Y.S. PENAL LAW. UPON THE REVOCATION, SUSPENSION, OR CANCELLATION OF THE BASIC LICENSE, THE SPECIAL LICENSE IS RENDERED VOID AND MUST BE IMMEDIATELY RETURNED TO THE LICENSE DIVISION.

RESTRICTED CARRY LICENSE (SECURITY GUARDS, ETC.): APPLICATIONS FOR THIS TYPE OF LICENSE MUST BE MADE WITH THE DOCUMENTATION PROVIDED BY THE COMPANY'S "GUN CUSTODIAN". IT IS ISSUED ONLY FOR THE FIREARM LISTED ON THE LICENSE. THE FIREARM MAY BE CARRIED ONLY WHILE THE LICENSEE IS ACTIVELY ENGAGED IN EMPLOYMENT. AT ALL OTHER TIMES THE FIREARM MUST BE STORED UNLOADED IN A LOCKED CONTAINER AT EITHER THE ADDRESS ON THE LICENSE OR AT THE EMPLOYEE'S LEGAL RESIDENCE (WITHIN THE STATE OF NEW YORK).

For information concerning "Gun Custodian" licenses, "Dealers in Firearms" licenses, or "Gunsmith" licenses you may contact the License Division's Gun Custodian Section at 646-610-5936

PERSONS PROHIBITED FROM POSSESSING FIREARMS

TITLE 18, UNITED STATES CODE, SECTION 922g

- ❖ ANYONE UNDER INDICTMENT FOR A CRIME FOR WHICH THEY COULD BE IMPRISONED FOR MORE THAN ONE YEAR.
- ❖ ANYONE CONVICTED OF A CRIME FOR WHICH THEY COULD HAVE BEEN IMPRISONED FOR MORE THAN ONE YEAR.
- ❖ ANYONE WHO IS AN UNLAWFUL USER OF MARIJUANA, NARCOTICS OR ANY CONTROLLED SUBSTANCE.
- ❖ ANYONE WHO HAS BEEN ADJUDICATED MENTALLY DEFECTIVE OR INVOLUNTARILY COMMITTED TO A MENTAL INSTITUTION.
- ❖ ANYONE DISHONORABLY DISCHARGED FROM THE ARMED FORCES.
- ❖ ANYONE IN THE UNITED STATES ILLEGALLY.
- ❖ ANYONE SUBJECT TO A COURT ORDER RESTRAINING THEM FROM HARASSING, STALKING OR THREATENING AN INTIMATE PARTNER OR CHILD OF A PARTNER.
- ❖ ANYONE CONVICTED OF A MISDEMEANOR CRIME OF DOMESTIC VIOLENCE.

A PROHIBITED PERSON CANNOT RECEIVE OR POSSESS A FIREARM.

A LICENSED DEALER MAY NOT TRANSFER A FIREARM TO ANYONE THEY HAVE CAUSE TO BELIEVE IS PROHIBITED.

THESE ARE VIOLATIONS OF FEDERAL LAW AND MAY RESULT IN FINES OR IMPRISONMENT OF UP TO 10 YEARS.