

REQUEST PERMISSION TO SELL FIREARMS

I, (name of licensee) _____

License number _____ Expiration date of license _____

Telephone number _____ request permission to sell the following firearm(s) listed below:

Make	Model	Caliber	Serial Number

To (name of buyer) _____

Address _____

License number _____ Tax ID number (if buyer is an active police officer) _____

Name of federal firearms licensee (FFL) conducting transaction _____

FFL number _____ License Division log number _____

Instructions

- Fax a **completed copy** of this form to 646-610-7672 marked "Attention Incident Section Supervisor," or you can mail a copy to "Incident Section Supervisor, License Division, One Police Plaza, Room 110A, NY, NY 10038"

- Please include a copy of your pistol license (both sides) with your request.

- **PRIOR TO SELLING YOUR FIREARM(S)** you must call 646-610-5154 to obtain a log number.

Continued on reverse.

- Important note: **New York State requires** that all sales, with the exception of sales to spouses, domestic partners, children and step-children, must be conducted by a NYS Federal Firearms Dealer.
- Upon completing the sale of the firearm(s), you must come to the License Division to have the firearm(s) removed from your license. A new license will be printed while you wait in Room 152B. Please write your log number on the Bill of Sale and bring a copy to the Incident Section in Room 110A. If no one is present in the Incident Section you may leave the Bill of Sale at the front desk.
- If you are **selling all of the firearms** listed on your handgun license, then upon completion of the sale you must send your original handgun license, along with a copy of the Bill of Sale (with log number issued by the License Division), to the Incident Section. The License Division will cancel your license and process the sale request. Mail or fax these documents marked "Attention: License Division Incident Section Supervisor."
- The License Division's hours of operation are from 8:30 AM to 4:00 PM, Monday to Friday. The License Division is closed on all legal holidays.
- **FAILURE TO REMOVE FIREARMS FROM YOUR LICENSE IS A VIOLATION OF LICENSE DIVISION RULES AND MAY RESULT IN THE SUSPENSION OR REVOCATION OF YOUR LICENSE**