



**POLICE DEPARTMENT, COUNTY OF SUFFOLK, N.Y.**  
**PISTOL LICENSING BUREAU**  
**30 YAPHANK AVENUE YAPHANK NEW YORK 11980**  
PHONE: 631-852-6311 FAX: 631-852-6670 SUFFOLK COUNTY WEBSITE: [www.suffolkcountyny.gov](http://www.suffolkcountyny.gov)  
OFFICE HOURS: MONDAY TO FRIDAY 9:00 AM TO 4:30 PM



PDCS-4017

## **BUSINESS LICENSE APPLICATION REQUIREMENTS**

In order to establish Proper Cause for the issuance of a Suffolk County Pistol License endorsed for business purposes, an individual must establish that the business for which he/she is applying is more susceptible to robbery than the general population. The following information and documentation must be submitted, in person, to the Pistol Licensing Bureau in support of an application for a Business License:

### **1. NOTARIZED BUSINESS LETTER (ON BUSINESS STATIONERY):**

- A.** Your reason(s) for requesting the business endorsement
- B.** Amount of weekly cash flow
- C.** Number of **CASH** deposits per week:
  1. Include copies of deposit slips totaling **\$4000.00** per week in cash, for a twelve (12) consecutive week period.
  2. Include a copy of the most recent tax return for the business.
  3. Additional documentation may be required.
- D.** Distance from business to bank
- E.** Number of hours engaged in the business per week
- F.** Location of business: Residential/Commercial/Industrial
- G.** Statement indicating the applicant has read and is familiar with the provisions of §35, §265, and §400 of the New York State Penal Law, as well as the Pistol License Information Handbook.
- H.** Statement acknowledging the handgun may **ONLY** be carried during the normal course of the business for which the license was issued.
- I.** Statement indicating that a permanently affixed safe, to which only the licensee has access, is present at the business location; and that the licensee understands that their weapon must be safeguarded in said safe in the event that they engage in non-business related activities. A photo of the safe must also be included.

Cash deposit requirements may be waived if it is determined you are at grave risk of being a victim of a robbery due to the nature of your business activity.

### **2. NOTARIZED BANK LETTER (ON BANK STATIONERY):**

- A.** Stating you have a business account, including account number.
- B.** Frequency and average amount of **CASH** deposits.

### **3. COPY OF THE BUSINESS CERTIFICATE OR CORPORATE FILING RECEIPT.**

### **4. NOTARIZED LETTER OF NECESSITY (ON BUSINESS STATIONERY):**

- A.** Signed by a corporate officer, partner, or owner.
- B.** Contents of letter **MUST INCLUDE**:
  1. Reason(s) for requesting business endorsement.
  2. Description of the applicant's employment and an explanation of why the employment requires the carrying of a handgun.
  3. Statement acknowledging the handgun may **ONLY** be carried during the normal course of the applicant's employment.
  4. Statement explaining the manner in which the handgun will be safeguarded when not in use.
  5. Statement acknowledging that the applicant is aware of their responsibility to properly dispose of the handgun and return the license to the Pistol Licensing Bureau upon termination of employment or the cessation of the business.