



**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-4018**

**EMPLOYMENT LICENSE APPLICATION REQUIREMENTS**

If you wish to amend your current Suffolk County Pistol License to be endorsed to work in an armed and uniformed capacity for a town, village, or municipality, the following information must be submitted to the SCPD Pistol Licensing Bureau, in person, with a five (5) dollar check or money order.

1. A letter from your employer indicating:
  - A) Licensee's name
  - B) Licensee's address
  - C) Licensee's pistol license number
  - D) Licensee's position, rank, and title with the agency
  - E) Whether the licensee is working full or part time and number of hours per week.
2. Copy of licensee's agency identification.
3. Copy of forty-seven (47) hour firearms training course certificate or a Conditional letter of authority.
4. Eight (8) hour refresher course certificate required annually after the issuance of the forty-seven (47) hour course.