



**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-4019**

## **EMPLOYMENT LICENSE RENEWAL REQUIREMENTS**

In order to renew a pistol license with an Employment Endorsement, the following documentation must be submitted along with the standard renewal application.

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. Eight (8) hour refresher course certificate, required annually after the issuance of the forty-seven (47) hour course.