



**POLICE DEPARTMENT, COUNTY OF SUFFOLK, N.Y.**  
**ACCREDITED LAW ENFORCEMENT AGENCY**  
**SCPD Property Section Release of Firearms Checklist**

**Important:** To facilitate the timely processing of your request, please adhere closely to the guidance provided by this form.

To initiate the release and/or transfer process, form PDCS-4227 (*Attestation for Release of Firearms from Property Section*) must be completed by the original claimant for the firearms and notarized. This form can be submitted by fax, e-mail, regular mail or in person, using the contact information below (Note: If faxed/emailed, the original form must be produced at the time of release/transfer). One PDCS-4227 is required for each person seeking to receive or transfer weapon(s). Federal Firearms Licensed Dealers (“FFL”) who possess a current license need not submit this form.

After form PDCS-4227 has been received, required inquiries will be performed for all claimant-recipients of firearms, as well as for *transferors* (persons transferring firearms) and *transferees* (persons receiving firearms as part of a transfer). Appropriate parties will be notified of results, and will be contacted to schedule an appointment.

**Note:** Under NYS law, firearms can only be transferred to a FFL or to an Immediate Family Member. An Immediate Family Member is a parent, child, step-child, spouse, or domestic partner (“in-laws” do not qualify). Assault Weapons cannot be transferred to an Immediate Family Member—they must be transferred to a New York State Dealer in Firearms. Note: While all NYS Dealer in Firearms are FFLs, not all FFLs are NYS Dealer in Firearms.

<b>HANDGUN(S)</b>	<b>Required Documentation for Release of Handgun(s)</b>
<b>Handgun(s) Returned To Owner</b>	<input type="checkbox"/> PDCS-4227 from claimant ( <i>must be notarized</i> ) <input type="checkbox"/> Pistol License of owner <input type="checkbox"/> Notice of Reinstatement from Pistol Licensing Bureau ( <i>if applicable</i> ) <input type="checkbox"/> Purchase Vouchers from Pistol Licensing Bureau <input type="checkbox"/> Photo identification of claimant
<b>Handgun(s) Transferred To An Immediate Family Member</b>	<input type="checkbox"/> PDCS-4227 for both transferor and transferee ( <i>must be notarized</i> ) <input type="checkbox"/> PDCS-4224 ( <i>must be notarized</i> ) <input type="checkbox"/> PDCS-4224-1 ( <i>if more than one transfer form is required; must be notarized</i> ) <input type="checkbox"/> Pistol License of recipient <input type="checkbox"/> Purchase Vouchers from Pistol Licensing Bureau <input type="checkbox"/> Original Notice of Suspension for Pistol License ( <i>for transferor, if applicable</i> ) <input type="checkbox"/> Photo identification of recipient <b><i>Immediate Family Member: Parent, child, step-child, spouse, or domestic partner (no in-laws).</i></b>
<b>Handgun(s) Transferred To A NYS Dealer in Firearms</b>	<input type="checkbox"/> PDCS-4227 from transferor ( <i>must be notarized</i> ). <input type="checkbox"/> PDCS-4224 ( <i>must be notarized</i> ). <input type="checkbox"/> PDCS-4224-1 ( <i>if more than one transfer form is required; must be notarized</i> ). <input type="checkbox"/> Original Notice of Suspension for Pistol License ( <i>for transferor, if applicable</i> ) <input type="checkbox"/> Copy of recipient’s NYS Dealer in Firearms License ( <i>Valid Photo Identification Required</i> ) <b><i>Must be transferred to NYS Dealer in Firearms (A FFL alone is not sufficient for handguns).</i></b>
<b>Handgun(s) From An Estate, Transferred To An Immediate Family Member</b>	<input type="checkbox"/> PDCS-4227 for transferee only ( <i>must be notarized</i> ). <input type="checkbox"/> Surrogate Court documentation ( <i>i.e.: Letter of Administration/Certificate of Appointment of Administrator, Letters Testamentary/Certificate of Appointment of Executor.</i> <b><i>Note: Must have been issued within preceding 90 days and bear raised seal of Surrogate Court. Certificate of Voluntary Administration must precisely list firearm and action to be taken. Originals will be retained by the Property Section and will not be returned.</i></b> <input type="checkbox"/> PDCS-4224 ( <i>must be notarized</i> ). <input type="checkbox"/> PDCS-4224-1 ( <i>if more than one transfer form is required; must be notarized</i> ). <input type="checkbox"/> Pistol License of recipient, Purchase Vouchers from Pistol Licensing Bureau <input type="checkbox"/> Photo identification of recipient <b><i>Immediate Family Member: Parent, child, step-child, spouse, or domestic partner (no in-laws).</i></b>
<b>Handgun(s) From An Estate, Being Transferred To A NYS Dealer in Firearms</b>	<input type="checkbox"/> PDCS-4227 ( <i>must be notarized</i> ). <input type="checkbox"/> Surrogate Court documentation ( <i>i.e.: Letter of Administration/Certificate of Appointment of Administrator, Letters Testamentary/Certificate of Appointment of Executor.</i> <b><i>Note: Must have been issued within preceding 90 days and bear raised seal of Surrogate Court. Certificate of Voluntary Administration must precisely list firearm and action to be taken. Originals will be retained by the Property Section and will not be returned.</i></b> <input type="checkbox"/> PDCS-4224 ( <i>must be notarized</i> ). <input type="checkbox"/> PDCS-4224-1 ( <i>if more than one transfer form is required; must be notarized</i> ). <input type="checkbox"/> Copy of recipient’s FFL/NYS Dealer in Firearms License ( <i>Valid Photo Identification Required</i> ) <b><i>Note: Must be transferred to NYS Dealer in Firearms (A FFL license alone is not sufficient).</i></b>

LONG GUN(S)	Required Documentation for Release of Long Gun(s)
<p><b>Long Gun(s) Being Returned To Owner</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> PDCS-4227 from claimant (<i>must be notarized</i>).</li> <li><input type="checkbox"/> Proof of Assault Weapon Registration and Approval (<i>if applicable</i>) If not registered, weapon must be registered at: <a href="https://www.governor.ny.gov/nysafeact/gun-reform">https://www.governor.ny.gov/nysafeact/gun-reform</a></li> <li><input type="checkbox"/> Photo identification of claimant</li> </ul>
<p><b>Long Gun(s) Being Transferred To An Immediate Family Member</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> PDCS-4227 for both transferor and transferee (<i>must be notarized</i>).</li> <li><input type="checkbox"/> PDCS-4224 (<i>must be notarized</i>).</li> <li><input type="checkbox"/> PDCS-4224-1 (<i>if more than one transfer form is required; must be notarized</i>).</li> <li><input type="checkbox"/> Photo identification of recipient</li> </ul> <p><b>Assault weapons may only be transferred to a NYS Dealer in Firearms. Long Guns are only transferrable to FFL, parent, child, step-child, spouse, or domestic partner (no "in-laws").</b></p>
<p><b>Long Gun(s) Being Transferred To A FFL or NYS Dealer in Firearms</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> PDCS-4227 from transferor (<i>must be notarized</i>).</li> <li><input type="checkbox"/> PDCS-4224 (<i>must be notarized</i>).</li> <li><input type="checkbox"/> PDCS-4224-1 (<i>if more than one transfer form is required; must be notarized</i>).</li> <li><input type="checkbox"/> Copy of recipient's FFL, or NYS Dealer in Firearms License if Assault Weapons are being transferred (<i>Valid Photo Identification Required</i>)</li> </ul> <p><b>Assault weapons may only be transferred to a NYS Dealer in Firearms. Long Guns are only transferrable to FFL, parent, child, step-child, spouse, or domestic partner (no "in-laws").</b></p>
<p><b>Long Gun(s) From An Estate, Being Transferred To An Immediate Family Member</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> PDCS-4227 (<i>must be notarized</i>).</li> <li><input type="checkbox"/> Surrogate Court documentation (<i>i.e.: Letter of Administration/Certificate of Appointment of Administrator, Letters Testamentary/Certificate of Appointment of Executor.</i> <b>Note:</b> <i>Must have been issued within preceding 90 days and bear raised seal of Surrogate Court. Certificate of Voluntary Administration must precisely list firearm and action to be taken. Originals will be retained by the Property Section and will not be returned.</i></li> <li><input type="checkbox"/> PDCS-4224 (<i>must be notarized</i>).</li> <li><input type="checkbox"/> PDCS-4224-1 (<i>if more than one transfer form is required; must be notarized</i>).</li> <li><input type="checkbox"/> Photo identification of recipient</li> </ul> <p><b>Assault weapons may only be transferred to a NYS Dealer in Firearms. Long Guns are only transferrable to FFL, parent, child, step-child, spouse, or domestic partner (no "in-laws").</b></p>
<p><b>Long Gun(s) From An Estate, Being Transferred To A FFL</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> PDCS-4227 (<i>must be notarized</i>).</li> <li><input type="checkbox"/> Surrogate Court documentation (<i>i.e.: Letter of Administration/Certificate of Appointment of Administrator, Letters Testamentary/Certificate of Appointment of Executor.</i> <b>Note:</b> <i>Must have been issued within preceding 90 days and bear raised seal of Surrogate Court. Certificate of Voluntary Administration must precisely list firearm and action to be taken. Originals will be retained by the Property Section and will not be returned.</i></li> <li><input type="checkbox"/> PDCS-4224 (<i>must be notarized</i>).</li> <li><input type="checkbox"/> PDCS-4224-1 (<i>if more than one transfer form is required; must be notarized</i>).</li> <li><input type="checkbox"/> Copy of recipient's FFL/NYS Dealer in Firearms License—if Assault Weapons are being transferred (<i>Valid Photo Identification Required</i>)</li> </ul> <p><b>Assault weapons may only be transferred to a NYS Dealer in Firearms. Long Guns are only transferrable to FFL, parent, child, step-child, spouse, or domestic partner (not "in-laws").</b></p>

**Resources, Contact Information and Links to Necessary Forms and Websites**

- PDCS-4227** Attestation for Release of Firearms from Property Section: <http://apps.suffolkcountyny.gov/police/forms/PDCS-4227.pdf>
- PDCS-4224** Transfer of Weapons Held by SCPD Property Section: <http://apps.suffolkcountyny.gov/police/forms/PDCS-4224.pdf>
- PDCS-4224-1** Transfer of Weapons Held by SCPD Property Sect- Cont. Rpt. <http://apps.suffolkcountyny.gov/police/forms/PDCS-4224-1.pdf>
- NYS Safe Act:** NYS Website with comprehensive information <http://programs.governor.ny.gov/nysafeact/gun-reform>
- Suffolk County Police Department Main Website:** <http://apps.suffolkcountyny.gov/police>

**For additional information or assistance, please contact the SCPD Property Section:**

- E-mail:** [scpdpropertySection@suffolkcountyny.gov](mailto:scpdpropertySection@suffolkcountyny.gov)
- Phone:** 631-852-6472 (Firearms Control Officer)
- Fax:** 631-852-6470
- Mailing Address:** Suffolk County Police Department Property Section, 30 Yaphank Avenue, Yaphank, NY 11980