



POLICE DEPARTMENT COUNTY OF SUFFOLK
ACCREDITED LAW ENFORCEMENT AGENCY
PISTOL LICENSE APPLICATION INSTRUCTIONS

PDCS-4406-2e



APPLICANT QUESTIONNAIRE

*****IMPORTANT*****

Incomplete Applicant Questionnaires, illegible Applicant Questionnaires, or Applicant Questionnaires with unacceptable character references will be **rejected** and returned to sender. Further, if any part of your Applicant Questionnaire is found to be **untruthful**, if **significant information** is omitted, or if written explanations/statements are found to be **vague**, your application will be **DISAPPROVED**.

The Applicant Questionnaire must be prepared by typing or *clearly* printing in **BLACK OR BLUE INK ONLY**. Read these instructions before completing the Applicant Questionnaire in order to minimize errors. All questions **MUST** be answered. All questions are to be answered completely. If you answered 'Yes' to any of questions #38 through #52, you **MUST** attach a *notarized statement* on paper sized 8½" x 11" explaining each answer(s) in **complete detail**. Applicant Questionnaires submitted without said statements will be rejected and returned to sender.

FALSE STATEMENTS MADE IN NOTARIZED FORMS ARE PUNISHABLE AS A CLASS 'A' MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE NEW YORK STATE PENAL LAW.

ARREST INFORMATION

If you have ever been **arrested, charged, indicted**, or received a **Field Appearance Ticket, or Criminal Summons**, you **must** indicate it on the Applicant Questionnaire, question #18. On the day of your interview, you will be required to submit a *Transcript of Record* from the Court of Record indicating the offense and disposition. Additionally, as indicated above, a *detailed notarized statement* describing the circumstances for each arrest must accompany your Applicant Questionnaire at the time of submission. *You must do this even if the case was dismissed, the record was sealed, or the case was nullified by Operation of Law.* The New York State Division of Criminal Justice Services will report to us **every** instance involving the arrest of an applicant. ***DO NOT RELY ON ANYONE'S REPRESENTATION THAT YOU NEED NOT LIST A PREVIOUS ARREST.*** New York State law provides the authority for the Licensing Officer to inquire into the facts underlying the arrest of an applicant, even if the arrest was terminated in his/her favor.

FAILURE TO DISCLOSE AND LIST THE ABOVE INFORMATION WILL RESULT IN THE DISAPPROVAL OF YOUR APPLICATION. IF YOU HAVE ANY DOUBTS AS TO WHETHER A PARTICULAR EVENT WAS AN ARREST, YOU MUST ADVISE YOUR INVESTIGATOR OF THE INCIDENT IN QUESTION DURING YOUR INTERVIEW.

LICENSE TYPES

- (1) **SPORTSMAN** – (Premise/Dwelling, Target and Hunting) – A Sportsman Endorsement entitles a licensee to possess a firearm within his/her home for the purpose of home protection, at a designated firing range for the purpose of target shooting, and in the field while actively engaged in lawful hunting. Firearms may only be transported between your residence and an authorized target shooting range and/or a legal hunting area in New York State. For the purpose of hunting, you are reminded that you must also possess a valid New York State hunting license and comply with DEC hunting regulations.
- (2) **BUSINESS** – Licenses which are issued for business carry purposes are limited to the concealed carrying of the firearm while in the normal course of business for which it was issued. A Business Endorsement will be issued only for a documented, legitimate business that, by the nature of the business is more prone to robbery than the general population. If you operate a business from a residence, you will be required to submit proof from the attorney's office of the local village, town or city government stating that the business is not prohibited by zoning or building codes. You must show proof of State and Federal Tax Certificates and a Suffolk County Business Certificate where appropriate. The requirements for a Business Endorsement are available on the Suffolk County Police Department's website.
- (3) **SECURITY** – **Prior to obtaining a Security Endorsement, you must first apply for and obtain a Sportsman License.** You must be working, in uniform, for a state licensed security company and reside within the five (5) western towns of Suffolk County. The company for which you work must be incorporated in the five (5) western towns of Suffolk, or Nassau County and must be registered with the Suffolk County Police Department Pistol Licensing Bureau. Forty-seven (47) hour and eight (8) hour training courses are required in order to qualify for a Security License. All individuals employed by a security company in an armed capacity must re-qualify with their weapon every twelve (12) calendar months. A copy of your most recent firearm training certificate must be submitted, by mail or in person, to the Pistol Licensing Bureau within ten (10) days of qualification. The requirements for a Security Endorsement are available in the on the Suffolk County Police Department's website.

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- (4) **EMPLOYMENT**– Prior to obtaining an Employment Endorsement, you must first apply for and obtain a Sportsman License. You must be working in an armed capacity for a town, village, or municipality located within the five (5) western towns of Suffolk County. Forty-seven (47) hour and eight (8) hour training courses are required. All individuals employed by a municipality in an armed capacity must re-qualify with their weapon annually. A copy of your most recent firearm training certificate must be submitted, by mail or in person, to the Pistol Licensing Bureau within ten (10) days of qualification. The requirements for an Employment Endorsement are available on the Suffolk County Police Department’s website.
- (5) **AUXILIARY POLICE** – The firearm may only be carried while working assigned duties as a Suffolk County Auxiliary Police Officer, while in uniform, with your auxiliary police unit, or traveling directly to or from your residence and your assigned post.
- (6) **RETIRED LAW ENFORCEMENT OFFICER** –
- A) **RETIRED PEACE OFFICER**- Full carry, valid throughout New York State, NOT including New York City.
 - B) **RETIRED POLICE OFFICER**- Full carry, valid throughout New York State, including New York City.
 - C) **RETIRED FEDERAL LAW ENFORCEMENT OFFICER**- Full carry, valid throughout New York State, including New York City.
- (7) **SELF PROTECTION** - Full carry license, for the purpose of self-protection. If an individual is seeking a self-protection license, they will be required to show "proper cause" pursuant to Penal Law Section 400.00 Sub. 2(f). "Proper cause" is determined by a review of all relevant information bearing on their claimed need. They must show that they are exposed to extraordinary personal danger, documented by proof of recurrent threats to life or safety requiring authorization to carry a firearm. These factors are not all inclusive, and the Police Commissioner and/or his designee will consider all evidence, including Suffolk County Police Department records when making a determination whether proper cause exists. It should be noted, however, the mere fact that they have been the victim of a crime or reside or are employed in a "high crime area" does not establish "proper cause" for the issuance of a Self-Protection License. The requirements for a Self-Protection License are available on the Suffolk County Police Department’s website.

CHARACTER REFERENCES

Four (4) character references are required. The character references **MUST** be United States Citizens and residents of Suffolk County who have known the applicant for a minimum of one (1) year. References which are **UNACCEPTABLE** are as follows: relatives; either by blood or marriage, active law enforcement officers, husband and wife combinations, or any two (2) or more members of the same family or household. The references chosen **must sign** the Questionnaire in the appropriate area. Additionally, the character references listed on the Applicant Questionnaire will be required to complete a Character Reference Affidavit which **must** be signed in front of a Notary Public. Character Reference Affidavit forms are available on the Suffolk County Police Department’s website.

PHOTOGRAPHS

Applicants’ photographs will be taken at the time of the interview.

FINGERPRINTS

Applicants’ fingerprints will be taken at the time of the interview.

PROOF OF RESIDENCE

Applicants must present a voter registration card, utility bill, or tax bill at the time of the interview.

PROOF OF EMPLOYER

Applicants must present a recent pay stub or current photo ID for any employer listed on the application at the time of the interview.

IDENTIFICATION

Applicants must submit a copy of their *Birth Certificate* or valid *United States Passport*. If you were born in a foreign country and have become a United States citizen, you **must** produce *naturalization papers*. If you are a resident alien, you **must** bring your *Alien Registration Card*.

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PISTOL LICENSE CONSULTING FIRMS

This Department has received complaints concerning misrepresentations and misleading information provided by various firms who indicate that they can assist you in receiving a pistol license or expedite your application. It is this Department's position that the utilization of these firms is unnecessary and that these application instructions are self-explanatory.

FEES

A TEN DOLLAR (\$10.00) check or money order for the pistol license application fee, made payable to "S.C.P.D." must accompany your questionnaire. In addition, you must bring an EIGHTY-SEVEN dollar (\$87.00) **MONEY ORDER** made payable to "S.C.P.D." on the day of your interview. **No other type of payment will be accepted.**

ALL FEES ARE NON REFUNDABLE.

OTHER GENERAL INFORMATION

A self-addressed stamped envelope must accompany any request by mail that requires a reply. Additional information can be obtained by calling the Pistol Licensing Bureau or by utilizing the Suffolk Police Department website and accessing the Pistol License Bureau link.

After completing the Applicant Questionnaire, you may deliver it in person, or by mail to the address listed below. THE TEN-DOLLAR APPLICATION FEE MUST ACCOMPANY THE QUESTIONNAIRE. Following receipt of the questionnaire, an investigator will contact you to schedule an interview appointment.

FOR SAFETY REASONS, SMALL CHILDREN WILL NOT BE PERMITTED IN THE INTERVIEW AREA

A complete guide to the application process, as well as answers to many frequently asked questions are available on the Suffolk County Police Department's website. If you have any questions concerning the Applicant Questionnaire or application process that were not answered by utilizing these resources, you can contact the Pistol Licensing Bureau at (631) 852-6311 and someone will assist you.

Mail the completed Applicant Questionnaire to:

**SUFFOLK COUNTY POLICE DEPARTMENT
PISTOL LICENSING BUREAU/APPLICATION
30 YAPHANK AVENUE
YAPHANK, NEW YORK 11980**

OFFICE HOURS: MONDAY - FRIDAY, 9:00 AM - 4:30 PM

Visit us Online at: www.suffolkpd.org

Crime Stoppers Confidential Tip Hotline: **1-800-220-TIPS**

Non-Emergencies Requiring Police Response: **(631) 852-COPS**