



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
 OFFICE HOURS: MONDAY TO FRIDAY 9:00 AM TO 4:30 PM



PDCS-4425r

PISTOL LICENSE RENEWAL INSTRUCTIONS

GENERAL INFORMATION

The completed Renewal Application must be returned at least thirty (30) days prior to the expiration date on your pistol license. It may be delivered in person or mailed to:

Suffolk County Police Department – Pistol Licensing Bureau
 30 Yaphank Avenue
 Yaphank, N.Y. 11980

Complete the Pistol License Renewal Application (PDCS-4413G), and correct any mistakes on the accompanying Pistol Data Sheet (PDCS-4429A). One (1) passport sized photograph, taken within the previous thirty (30) days, must be affixed to the bottom left corner of the Pistol License Renewal Application. Photos cannot be taken at the Pistol Licensing Bureau. Your renewal application must be notarized and accompanied by the appropriate renewal fee. All handguns in your possession must be listed on the rear of your Renewal Application.

APPLICATIONS MUST BE COMPLETE AND MAY BE TYPED OR HANDWRITTEN LEGIBLY IN BLACK INK.

If there are any changes regarding your information, you will be required to file an Amendment Form in person at the Pistol Licensing Bureau, plus an additional five dollar (\$5.00) fee for each change. Your present pistol license will be honored after expiration; provided your Renewal Application has been received by this Department prior to the expiration date, and you have your Renewal Receipt. As per NY State Penal Law section 400.00 Subdivision 10, any license not renewed within thirty (30) days after the expiration date will be cancelled. If you do not intend to renew your pistol license, advise this office and return your license to us after legally disposing of your handgun(s), surrendering them to your local precinct, or to the Pistol Licensing Bureau.

RENEWAL FEES

- A. A fee of ten dollars (\$10.00), payable by either check or money order, made payable to **Suffolk County Police Department**, is required, with the **EXCEPTION** of Suffolk County Auxiliary Police Officers for whom the renewal fee is three dollars (\$3.00).
- B. Renewal fees are waived for individuals who possess a valid Retired Peace Officer, Retired Police Officer, or Retired Federal Law Enforcement Officer Pistol License.

PROPER CAUSE REQUIREMENTS

Certain types of licenses require additional documentation in support of their renewal. Please reference the below listed links to the Suffolk County Police Department’s website for a comprehensive list of renewal requirements.

- A. **Sportsman:** No additional proper cause requirements.
- B. **Business:** Please see the Business License Renewal Requirements (PDCS-4025) available here:
<http://apps.suffolkcountyny.gov/police/forms/PDCS-4025.pdf>
- C. **Security:** Please see the Security License Renewal Requirements (PDCS-4023) available here:
<http://apps.suffolkcountyny.gov/police/forms/PDCS-4023.pdf>
- D. **Employment:** Please see the Employment License Renewal Requirements (PDCS-4019) available here:
<http://apps.suffolkcountyny.gov/police/forms/PDCS-4019.pdf>
- E. **Suffolk County Auxiliary Police Officer:** You must present proof of a passing weapons qualification for the current year.
- F. **Retired Law Enforcement Officer:** No additional proper cause requirements.
- G. **Carry:** Please see the Self-Protection Requirements (PDCS-4024) available here:
<http://apps.suffolkcountyny.gov/police/forms/PDCS-4024.pdf>