

## **WESTCHESTER COUNTY PISTOL PERMIT APPLICATION SUBMITTING INSTRUCTIONS**

The following **MUST** be submitted with your Pistol License Application:

1. A \$87.00 criminal background check fee **MUST** be paid by money order only made payable to **COUNTY OF WESTCHESTER**.
2. New York State Police Form PPB-3 (submit two original - no copies), Background Investigation Worksheet, Penal Law §400.00(18) Receipt of Notifications, Authorization for Release of Personal Information, Request for Records Check and any other applicable form(s).
3. New York State Driver's License / NYS Non Driver's ID card which must display your current address.
4. Birth Certificate or U.S. Passport. If naturalized citizen, your Naturalization Certificate. If legal resident alien, your Alien Registration Card.
5. Two (2) Passport Size Photo's which must have been taken recently. The photos can be taken at the County Clerk's Office for a fee.
6. Proof of Residence – Voter Registration or Utility Bill (Electric, Cable, Water, etc.) in your name. If the utility bill is not in your name submit the "Proof of Residency Not in Your Name" form, signed and notarized by the person listed on the utility bill. A copy of that person's utility bill must also be submitted.
7. Proof of firearms training showing that you have taken the required 16-hour firearm safety and use course (Penal Law §400.00(19)).
8. Applicants must own a firearm before a firearm license can be issued. Acceptable proof of firearm ownership:
  - (a) Receipt from firearms dealer in your name (conditional on approval of license) showing the make, model and serial number of the firearm.
  - (b) Co-owner statement and copy of their Pistol License.
  - (c) New York State Police C-Form.

**Please have all your documents Notarized prior to your appointment.**