

CITY OF ALBANY RESIDENT PISTOL PERMIT APPLICATION PROCESS
READ DIRECTIONS CAREFULLY AND COMPLETELY

** WE prefer you pick up an application package at Albany Police Forensic Office located at 1 Morton Avenue, Albany NY, Monday – Friday, 9am – 3pm. You may wish to call first, 518-462-8028.

All information and forms can also be located at the Albany County Clerk's Web Site :
www.albanycounty.com/clerk . Search for "Pistol Permit" then scroll down page to "Applying for your pistol permit in Albany County". Below that click "CITY OF ALBANY".

- 1) Application must be filled out in duplicate. Type or print NEATLY, beginning with block marked "Last Name". **FORM MUST BE PRINTED ON ONE SHEET OF PAPER, FRONT & BACK !**
- 2) Obtain (4) reputable character references that have known you at least one year and live in the Capital District. Both copies of the application must be signed by the reference in section indicating signature.
- 3) In addition there is a two page Character Reference Form that must be completed and your character reference must sign this in front of a Notary and the form must have the Notary stamp.
- 4) Answer all questions honestly. Any omission or false entry may warrant rejection of application.
- 5) You will need (3) photographs, head and shoulder view. They should be 1.5"x1.5" size. Passport type quality. Do not affix to paperwork.
- 6) A certified copy of your Drivers Abstract of Operating Record must accompany your application. This is obtained from NYS Dept. of Motor Vehicles, Empire State Plaza, Albany NY, There is a fee charged.
- 7) A certificate, indicating that you have attended a basic pistol safety course must accompany your application. A list of courses conducted by certified NRA instructors in Albany County will be made available to you .
- 8) When all of the above is completed, go to a Notary Public before whom you will sign the application and swear that the contents are the truth. Do not perjure yourself.
- 9) You will need to be fingerprinted. Identogo Services are utilized for this purpose. They can be contacted as follows:
Website: www.Identogo.com Appointment scheduling via the website is available 24/7/365 or
Toll free : 877-472-6915 Appointment scheduling via the call center is available 9a – 9p Mon. – Sat.
A list of available locations can be found at www.Identogo.com
Select "NY" then click on "locations" to view the list. There are several in the Albany area.
You will need to know the Albany Police Department "ORI" number which is "NY0010100"
You will need to know the "Fingerprint Reason" which is "**Pistol Permit Applicant**".
Please check with Identogo at the time you make your appointment and they will inform you of the cost.
The fee will be made payable to "Identogo". Payment options include personal or business check, certified check, bank check, money order or credit card.
When appearing for fingerprinting, you MUST have two forms of ID, one of which must have a photo. Acceptable forms of ID consist of Drivers License, US Passport, US Social Security Card, US Military ID, Original or Certified Birth Certificate, School ID w/photo, Photo ID issued by Federal State or Local Government.
- 10) You will be given two receipts by Identogo. One of these receipts MUST be turned in to the police department along with all other paperwork listed above. This will show proof that you have been fingerprinted.
- 11) To be submitted are the following: 2 completed application forms (NYSP Form PPB-3), 4 Notarized Character Reference Forms, proof of attendance at a pistol safety course, NYS DMV Driver Abstract dated within 30 days prior to submission, 3 photos as listed above, Receipt from Identogo.
- 12) **Upon completion of ALL of above, come to the Albany Police Department Forensic Unit at 1 Morton Avenue, on Thursdays from 1pm to 3:30pm to submit paperwork and complete application process.**



KATHY M. SHEEHAN
MAYOR



CITY OF ALBANY
DEPARTMENT OF POLICE
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210
TELEPHONE (518) 462-8012



ROBERT SEARS
CHIEF OF POLICE

Personal Character Reference Form

APPLICANT'S NAME & ADDRESS: _____

(Check appropriate box) Pistol License Gunsmith / Dealer in Firearms

Under the provisions of section 400.00(4) of the New York State Penal Law this department is required to conduct an investigation relative to this applicant. Therefore, please answer the following questions truthfully and accurately. Kindly return the completed form back to the applicant as soon as possible.

How long have you known the applicant? _____

How do you know the applicant? _____

Does the applicant live at the address listed above? _____

Do you recommend the issuance of the permit requested to the applicant? _____

Explain: _____

Do you know of any reason why the applicant should not be issued the permit requested? _____

Explain: _____

Please provide a brief resume of the applicant's character

To the best of your knowledge, has the applicant ever:

Been arrested, indicted or convicted anywhere for any offense other than traffic violations? Yes No

Undergone treatment for alcohol or substance abuse? Yes No

Used an illegal drug? Yes No

Suffered any mental illness? Yes No

Been admitted to or confined in any public or private mental health facility or hospital for the treatment of any mental illness? Yes No

Been charged, petitioned against, a respondent in or otherwise been the subject of a proceeding in Family Court? Yes No

Please explain any answers of "Yes" to any of the questions above: _____

Name _____

Signed and sworn to before me

Signed _____

this day of 20 at

Address _____

_____, New York

Phone _____

Notary Public