

# RULES AND REGULATIONS OF A PISTOL LICENSE APPLICANT

## DO NOT SIGN, OR HAVE ANYONE WITNESS ANY OF THE APPLICATION PAPERWORK (EXCEPT CHARACTER REFERENCES)

1. Applicant must be 21 years of age at the time of application and a resident of Seneca County.
2. Complete the State of New York Pistol/Revolver License Application (PPB-3) **in duplicate**. No photocopies will be accepted. **Use black ink or type**. Start with your LAST NAME (Gray area). Attach additional statements or letters if required.
3. **Four (4) character references are REQUIRED:**
  - a. Each must be 21 years of age or older and a resident of Seneca County.
  - b. None may be family members, or reside in the same household.
  - c. Each of your references **must personally sign both copies of the PPB-3**
4. **Answer all the questions on the Pistol License Applicant Questionnaire, Departmental Affirmation and Character Reference Mailing List**. If you are unclear how to answer a question or statement, leave it blank. We will attempt to assist you at the time of processing at the Sheriff's Office.
5. **Complete the attached Character Reference Mailing List**. List the names, addresses, including zip codes and phone numbers for each of your references. It is your responsibility to provide the Pistol Permit Character Reference Form to four (4) references and it is their responsibility to return it to you prior to processing or return it to the Sheriff's Office directly. **No application will be processed until the Sheriff's Office is in possession of all four (4) of your character references.**

**When all your paperwork is completed, call us to set up an appointment to process your application.** When you report for your appointment, bring a form of photographic identification. **You will be fingerprinted, photographed and will sign all of the application paperwork in our presence. Call 315-220-3220 to schedule an appointment.**

## FEES REQUIRED

- \$94.25      **NYS DCJS/FBI Fingerprinting Fee.** At the time of your appointment either a **MONEY ORDER** or **CASHIER CHECK** in the amount of \$94.25 is required. No other forms of payment will be accepted. The **MONEY ORDER** or **CASHIER CHECK** should be made payable to: **Seneca County Sheriff's Office**
- \$10.00      **SCSO processing fee** – At the time of your appointment either **CASH** or **MONEY ORDER** in the amount of \$10.00 is required for application processing.

PROCESSING TIME FOR THE PISTOL LICENSE IS APPROXIMATELY 3-6 MONTHS FROM THE TIME OF RECEIPT OF ALL PAPERWORK FROM THE APPLICANT