

# SULLIVAN COUNTY CLERK'S OFFICE

COUNTY CLERK RUSSELL REEVES

## AMENDMENT INSTRUCTIONS

### SUBMIT:

1. Amendment form with **ORIGINAL signature** (fill out form below, print, then sign)  
Copies will not be accepted.
  2. If mailed - Copy of your Pistol Permit (Front & Back) – if in person present original
  3. If mailed - Copy of driver's license (Front & Back) – if in person present original
  4. Self-addressed, stamped envelope – **MANDATORY for return mailing**
  5. Proof of Safe Act recertification (complete or reprint at [NYS Safe Act](#))
  6. Dealer receipt if new purchase
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- **Co-registering** your guns with immediate family member do 1-6 above and also include:
    - Notarized [Co-Register Form](#)
    - Amendment forms for BOTH owner and co-registrant
    - Copy of co-registrant's Pistol Permit (Front & Back) - if in person present original
    - Copy of co-registrant's driver's license (Front & Back) - if in person present original
  - **Restriction change** do 1-5 above and include a letter requesting change and reasons why.  
(Not available for expedited service)
  - **Employment change** do 1-5 above and include proof of employment
  - **Semi-automatic rifle** do 1-6 above
  - **Inherit a weapon** do 1-5 above and include (not available for expedited service):
    - Notarized statement from Estate and proof of Estate
    - Copy of decedents pistol permit (Front & Back)
    - Copy of death certificate
  - **Fee(s):** \$10.00 same day expedited service fee, **by appointment only**  
\$15.00 pre-approved blank pistol coupon for gun purchases within NYS,  
Restrictions apply, **by appointment only**  
\$5.00 per amendment form  
\$1.00 for each additional card (if your license is more than one card)  
\$10.00 change from green paper license to plastic card (mandatory)- by appointment
  - **Answer YES or NO** at the bottom of amendment form and **SIGN**.
  - Do not fill in NYSID#
  - If paperwork is returned by mail you're required to destroy your old permit.
  - We accept checks or money orders payable to: Sullivan County Clerk's Office

### FORWARD or BRING PAYMENT and PAPERWORK with REQUIRED SIGNATURE(S) TO:

#### VIA MAIL/OR OFFICE VISIT:

Sullivan County Clerk's Office  
100 North Street, Monticello, New York 12701  
Attn: Pistol Permits

QUESTIONS: 845-807- 0416