

**Hon. James R. Farrell**  
**Hon. Danielle Jose-Decker**  
**County Court Judges**

Instruction sheet for completing Sullivan County Pistol Permit application

**PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY!!**

YOU DO NOT NEED TO PURCHASE A GUN TO APPLY. Once you have your interview with the Judge, and, if you have been approved, you will be given an approval letter to purchase a gun(s).

Application packet should include: Two (2) Pistol Permit Applications and instruction sheet. (FILL OUT BOTH APPLICATIONS EXACTLY THE SAME). Also included is a Public Records Exemption Form and an Arrest Disclosure Form you must read and sign.

**REQUIREMENTS:** Applicant must be at least 21 years old, or honorably discharged from the military if under 21, and must be a legal resident of Sullivan County for at least 6 months prior to the application. Applicant cannot have been previously convicted of a felony or a "serious offense". If you have dual residences in New York State, you must apply in the county that is your primary residence. If you live out of state, you may apply if you own a part time residence in Sullivan County. If you do not reside in Sullivan County, but Sullivan County is the principal place of your employment/business, you may also apply. Once you start the application process, you have 6 MONTHS to fully submit all required documents and information.

All Sullivan County Pistol Permit applicants who seek a restricted carry (premise only) are not required to complete a safety course in order to apply or be granted a permit.

**\*\*\*\*\*NEW STATE TRAINING REQUIREMENT FOR UNRESTRICTED FULL CARRY\*\*\*\*\***  
16 hours in-person live firearms safety course and 2 hours live fire range training EFFECTIVE 9/1/22. Exemptions at the discretion of the Judge: Current certified law enforcement officers (Peace and Police), reserve and active- duty military and national guard and retired law enforcement and military members may be exempt at the discretion of the Judge.

**APPLICATION FORMS:** Print or type in **BLACK INK ONLY**. If you print it must be legible. Do not sign the back of application until you are before a notary. The clerk's office has notaries. You are expected to answer all questions on the application completely and truthfully. Any boxes that are left blank or unanswered will delay your application.

**FINGERPRINTS:** Are electronically submitted. Call toll-free phone number – 1-877-472-6915, or go on-line at <https://uenroll.identogo.com/>. to make an appointment. When you call you will be required to give an ORI number and location. The ORI number is NY052013J the location is Clerk-Pistol Permit, Monticello, N.Y. 12701.

**YOU MUST MAKE AN APPOINTMENT TO SUBMIT YOUR APPLICATION TO THE COUNTY CLERK'S OFFICE WITHIN ONE MONTH OF HAVING YOUR FINGERPRINTS COMPLETED.**

**PICTURES:** You need two (2) full-front face pictures, approximately 2"x 2". DO NOT WEAR A HAT OR SUNGLASSES. Passport pictures may be used. Please make sure pictures are on a plain background. The clerk's office will take pictures for a fee of \$15.00.

**CHARACTER REFERENCES:** Four (4) character references must meet the following criteria:

1. Must have known the applicant for at least 5 years;
2. Must be at least 21 years old and a legal resident of Sullivan County or an adjoining county;
3. References may NOT be family members of the applicant (related by blood or by marriage), may not be members of the same household or of the same family, and may not be a member of the Sullivan County Sheriff's Office;
4. References cannot have been convicted of any crimes.

Provide complete **physical and mailing addresses and signatures for all references.**

**ARRESTS:** If you answer "Yes" to the arrest question, please list the year, arresting agency, the charges(s), the date the charges were disposed/resolved, the disposition and the court you appeared in. **YOU MUST DISCLOSE ALL PRIOR ARREST CHARGES, INCLUDING THOSE DISMISSED, ACDEd, ADJUDICATED YOUTHFUL OFFENDER, HANDLED IN FAMILY COURT OR EVEN IF THE MATTER WAS SEALED. YOU MUST ALSO SUBMIT A CERTIFIED RECORD FROM ALL COURTS SHOWING THE DISPOSITION OF ALL ARRESTS. Failure to disclose arrests is good cause to deny your application.**

**APPLICATION FEE: \$10.00** to be handed in with your completed application - which can be either cash or check. Make check payable to the SULLIVAN COUNTY CLERK.

**ADDITIONAL DOCUMENTS REQUIRED TO BE SUBMITTED:**

1. Electronic fingerprint receipt;
2. Copy of proof of completion of a handgun safety course;
3. Copy of your driver's license or non-driver ID issued by DMV;
4. Copy of current school tax bill indicating whether or not you have the Basic Star Program exemption on the current property residence. If you receive the STAR tax credit instead of a school property tax exemption you will need to use NYS tax lookup and print and provide information for the last tax year of receipt of the credit for your primary residence address (go to <https://www.tax.ny.gov/pit/property/credit-lookup.htm>). (If you rent the property or your name is not on the tax bill at the address given, then you must provide a copy of a valid lease).
5. Copy of your homeowner's/renter's declarations pages of your insurance policy for your Sullivan County residence.
6. Three different documents proving bona fide Sullivan County residency from the list below. The following documents are acceptable:
  - a. Cable TV/Internet bill
  - b. NYS DMV vehicle registration;
  - c. Copy of declaration page of vehicle insurance with "garage" address listed;
  - d. Cellular phone bill
  - e. Bank statement
  - f. Utility (electric/gas/oil) bill
  - g. Income tax (NYS or federal) return

7. If you are not a US Citizen submit a copy of your Resident Alien Card. If you were not born in the United States and you are now a Citizen, please submit a copy of your Naturalization Certificate, or a copy of your United States Passport;
8. If you previously served in the military, you must submit a copy of your DD-214 form and if you are a current member of the military a copy of your military ID;
9. If you have previously been issued a pistol permit in another location, please attach a copy of the same;
10. Any additional paperwork you wish to submit, including documents reflecting any specialized training in the use of firearms, law enforcement/fire department identification cards, voter registration, etc.

List any guns you want added to the permit (co-registering) or guns that were listed on another permit from another state, etc. on back of applications, along with a copy of any receipts.

**OUT OF STATE APPLICANTS:** If you live out of state, and you are applying **because you own a part-time residence in Sullivan County**, you must supply a copy of your property tax bills (School and Sullivan County) and a copy of your out of state driver's license or non-driver ID (which is required for Safe Act renewal by the NYS Police).

If you live out of state and are applying **because you own and principally operate a business or are principally employed in Sullivan County**, you will have to provide documentary proof of the operation of that Sullivan County business or your Sullivan County employment. Please put your business address or employment address on the application where it asks for a residence address and make a note that it is a business or employment address. You must supply a copy of your property tax bills associated with the business (School and Sullivan County) and a copy of your out of state driver's license or non-driver ID (which is required for Safe Act renewal by the NYS Police).

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| <p style="text-align: center;"><b>PLEASE CALL THE COUNTY CLERK'S OFFICE<br/>FOR AN APPOINTMENT TO SUBMIT YOUR APPLICATION.</b></p> |
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Bring completed, signed, and notarized (we have notaries here) applications to your appointment to:  
Russell Reeves, Sullivan County Clerk, 100 North Street, Monticello, New York, 12701  
If you have any questions, please call (845) 807-0416