



Chief of Police
JOHN TEALE

TOWN OF COLONIE
OFFICE OF THE CHIEF OF POLICE

312 WOLF ROAD
LATHAM, NEW YORK 12110
(518) 783-2744
www.colonie.org/police



Deputy Chief
JOHN M. VAN ALSTYNE
MICHAEL WOODS

READ AND FOLLOW CAREFULLY

Instructions for New York State Pistol Permit

Page 1

APPLICANTS SUBMITTING THEIR APPLICATION TO THE COLONIE POLICE DEPARTMENT MUST BE A RESIDENT OF THE TOWN OF COLONIE. A FAILURE TO ADHERE TO THE FOLLOWING INSTRUCTIONS WILL CAUSE A SUBSTANTIAL DELAY IN PROCESSING. ONLY APPLICATION PACKETS THAT ARE PROPERLY COMPLETED IN THEIR ENTIRETY WILL BE ACCEPTED.

Complete EACH and EVERY form provided. Complete all the forms by typing or printing clearly in **BLACK INK ONLY**.

Follow these instructions:

1. Fill out the personal information form titled "TO BE COMPLETED BY PISTOL PERMIT APPLICANT." Make sure each line is filled out entirely. An incomplete form will not be accepted.
2. You must obtain the following items to start your application process:
 - a. Four (4) passport size color photos (2"x2").
 - b. An NRA or approved pistol safety course certificate. **(Not required for Dealer or Gunsmith Licenses)**. This department provides some names and telephone numbers of organizations that offer approved pistol safety course classes. This department does not offer a safety course to the public, nor does it maintain a course schedule of these organizations.
 - c. A certified copy of your **ABSTRACT OF DRIVING RECORD** from the New York State Department of Motor Vehicles. (This may be obtained at any NYS DMV office or requested on-line from the NYS DMV web site).
 - d. A valid form of a photo government identification (driver's license, passport)
 - e. Social Security card or proof of social security number
 - f. Copies of any gun club membership cards
 - g. Copies of any additional licenses (out of state pistol licenses, hunting, security guard...etc.)

(Updated January 2016)

Instructions for New York State Pistol Permit

Page 2

****Important****

Once you have completed and obtained the preceding requirements, call the Colonie Police Department to request an appointment with the Investigator handling pistol permits at 783-2754. You will be required to provide the previously listed items when you arrive for your appointment.

Fingerprinting: A separate appointment will need to be made with Morpho Trust USA (IdentoGO) to have your fingerprints digitally scanned. **THIS APPOINTMENT MUST BE MADE FOR A DATE ANYTIME AFTER YOUR INITIAL APPOINTMENT WITH THE INVESTIGATING OFFICER FROM THE COLONIE POLICE DEPARTMENT.** See Page 4 for details on making this appointment.

The remaining required forms will be provided to you during your scheduled appointment. The remaining procedures are described below:

1. When you arrive for your appointment the required items from #1 and #2 described above, will be reviewed. If they are complete your application will continue.
2. **The following will be provided to you and will be completed on the date of your appointment:**
 - a. Two (2) "STATE OF NEW YORK PISTOL/REVOLVER LICENSE APPLICATIONS."
 - Will require your signature and address on the back side of both applications.
 - Both applications need to be completed as **ORIGINALS**, not one original and one copy. Every place a signature is required, requires an original signature. This includes the area for your character references.
 - In the lower left corner of each application is a place for signature of the applicant. **YOUR SIGNATURE ON BOTH OF THESE APPLICATIONS MUST BE WITNESSED BY A NOTARY.**
 - Regarding the section that asks "**HAVE YOU EVER BEEN ARRESTED OR INDICTED ANYWHERE FOR ANY OFFENSE...**"

You MUST list ALL arrests for ANY OFFENSE including DWI, whether you were convicted or not. (Vehicle & Traffic violations do not get listed). Failure to disclose required information in this portion of the application could be an automatic refusal for your pistol permit.
 - These 2 applications must be completed and returned **in person** to the investigating officer in a reasonable time. They must be returned in person to assure their proper completion. Improperly completed or incomplete forms cannot be processed by the Albany County Clerk.

(Updated January 2016)

Instructions for New York State Pistol Permit

Page 3

CHARACTER REFERENCE FORMS:

- You will be provided with 4 original character reference forms. You will give each of the 4 persons listed as a character reference on your STATE OF NEW YORK PISTOL/REVOLVER LICENSE APPLICATIONS one of these forms to be completed by your reference. **MAKE SURE YOUR NAME IS ON THE TOP OF THESE FORMS BEFORE GIVING THEM TO YOUR REFERENCES FOR COMPLETION. FORMS RETURNED WITHOUT AN APPLICANT'S NAME WILL NOT BE PROCESSED.**
- Each character reference form must be NOTORIZED. Each form must be returned by US Mail to:

Town of Colonie Police Department
Pistol Permit Processing
312 Wolf Rd
Latham, NY 12110

- References **MUST** be residents of the Capital Region area and **MAY NOT BE** relatives or anyone living in your household. Address, phone number and printed name of reference must be included on reference letter.
- It is the applicant's responsibility to make sure their references return these completed forms in a timely manner. Applicant's need to confirm with investigating officer that all the letters have been returned. **Failure to do so will delay the application process.**

APPLICATIONS AVERAGE NINE TO TWELVE MONTHS FOR PROCESSING AND FOR THE COMPLETION OF A THROUGH BACKGROUND INVESTIGATION. YOU WILL BE NOTIFIED WHEN YOUR APPLICATION IS BEING COMPLETED.

ALL PERMITS AND ADMENDMENTS ARE ISSUED BY THE ALBANY COUNTY CLERK'S OFFICE AND YOU WILL BE NOTIFIED BY MAIL WHEN YOUR APPLICATION PROCESS HAS BEEN COMPLETED.

If you have any questions pertaining to the proper completion of your application packet you may call the police department at (518) 783-2754 and ask for pistol permit information.

ONLY COMPLETED APPLICATION PACKETS WILL BE PROCESSED

****Special attention: The pistol permit application procedure subjects the applicant to an extensive background investigation. A failure to be truthful or an attempt to conceal information can and most likely will cause an automatic denial of your application. The applicant should expect to provide a detailed explanation of any prior contact with the criminal justice system or questionable behavior that has been discovered through the background investigation.**

(Updated January 2016)

Live Scan Fingerprinting for pistol permits

Applicants need to contact Morpho Trust USA (IdentoGo) to schedule an appointment to have their fingerprints taken with Live Scan. **The appointment needs to be made for a date following their initial appointment with the investigating officer from the Colonie Police Department.** Applicants can schedule an appointment by going to their website at: www.identogo.com or by calling their toll free call center at (877) 472-6915.

The applicant will select the most convenient location to get fingerprinted as part of making their appointment. A list of available locations can be found at www.identogo.com. Select "NY" and then click on "Locations" to view the listings.

The applicant will go to the fingerprinting location and bring 2 forms of identification, at least one of which must have a photo. When the applicant schedules their appointment, they will be given the options of what forms of ID are considered acceptable. Such options include driver's license, US Passport, Social Security Card, etc... If applicant doesn't pay on-line when scheduling their appointment, they will need to bring their payment to the fingerprinting appointment. Applicant will be provided 2 receipts indicating applicant's name, fingerprinting site location, date and time, fee paid and reason for fingerprinting. One of these receipts needs to be forwarded to the investigating officer from the Colonie Police Department.

Upon completion of applicant's fingerprint search process, the DCJS and FBI responses will be delivered to the Colonie Police Department.

Applicants will need to provide the following information to Morpho Trust USA (IdentoGo) at the time their fingerprints are scanned:

Colonie Police Dept. ORI#: NY0015300

Incident#

Reason code: Pistol

(updated 04-19-13)



Chief of Police
JONATHAN M. TEALE

TOWN OF COLONIE
OFFICE OF THE CHIEF OF POLICE

312 WOLF ROAD
LATHAM, NEW YORK 12110
(518) 783-2744
www.colonie.org/police



Deputy Chiefs
JOHN M. VAN ALSTYNE
MICHAEL D. WOODS

TO BE COMPLETED BY PISTOL PERMIT APPLICANT
PLEASE PRINT ALL INFORMATION CLEARLY

1. Name: _____

First	Full Middle Name	Last
-------	------------------	------
2. Contact Telephone Number(s): Home: _____ Work: _____
3. Home Address: _____
 How long have you resided at this address? (Years and months): _____
 If you have resided less than five years at present address, list former address below:

Street	City	State	Zip Code
--------	------	-------	----------
4. Do you live alone? Yes or NO _____
 If no, list other members of your household with their age and relationship to you:

5. Name and address of employer: _____
6. List below any former name(s) you have been known by. Female applicants list maiden name and any former marriage names. _____
7. Name of high school attended and address: _____
 • Home address while attending school: _____
8. If you were ever a member of the military service, list below the branch, number of years served, and what type of discharge was received. _____
9. *** On the back of this form, explain in detail your REASON FOR WANTING A PISTOL PERMIT. If you are requesting a pistol permit for employment purposes, it will be necessary for YOUR EMPLOYER TO SUBMIT TO THIS OFFICE A SIGNED AND DATED LETTER ON COMPANY STATIONARY VERIFYING YOUR EMPLOYMENT AND FOR WHAT REASON YOU WILL BE REQUIRED TO CARRY A GUN. This letter may be presented when you turn in your application for processing.
10. List any clubs, organizations or shooting sports you are currently involved in. _____
11. Do you have a New York State Hunting License? _____ What type(s)? _____
 If you currently hold a hunting license, you must include a copy of it with the application.

Signature

Date

PISTOL SAFETY

CLASSES INFORMATION

The Judges reviewing pistol license applications in Albany County require every applicant for a pistol permit to take a four-hour training class in pistol safety. Several organizations offer options for this class. Charges and locations vary, so please read this information carefully before making your selection.

You are required to submit a certificate showing completion of such a class with your permit application.

Albany County makes no endorsement of any particular training program, and provides this list solely for your information.

Albany County Pistol Safety Classes 2016

Advance reservations are required, except Watervliet Club Fish & Game
Classes start at 7 PM and take four hours. Cost is \$50.00
If a club's answering machine is not working or no one is available to take
reservations, show up at 6:30 PM on the class date.

Licensing questions should be directed to the law enforcement agency where you are
applying, This includes getting an exemption from the class training requirement. For
agencies outside of Albany County, verify that these classes are acceptable for licensing.

<u>Class Date</u>		<u>Club & Phone Number for Reservations</u>
January	08	Watervliet Fish & Game (Show up at 6:30 PM on date of class)
February	12	Ravena-Coeymans Sportsmans Club 756-2048 or 857-0032
March	11	Albany County Pistol Club 439-0057
April	08	Helderberg Rod & Gun Club 861-5302 (Leave name/number)
May	06	Watervliet Fish & Game (Show up at 6:30 PM on date of class)
June	10	Ravena-Coeymans Sportsmans Club 756-2048 or 857-0032
July	15	Albany County Pistol Club 439-0057
August	12	Helderberg Rod & Gun Club 861-5302 (Leave name/number)
September	09	Albany County Pistol Club 439-0057
October	07	Helderberg Rod & Gun Club 861-5302 (Leave name/number)
November	11	Ravena-Coeymans Sportsmans Club 756-2048 or 857-0032
December	09	Albany County Pistol Club 439-0057

The course covers safe gun handling, shooting fundamentals and licensing requirements.
Students will **NOT** be permitted to *handle or shoot* any firearms during the class.
Students may **NOT** bring firearms to the class.

AMERICAN TACTICAL SYSTEMS 274-1911

S & K PREVENTION (CHRIS DR LATHAM)
237-5463 (EXT 3)