

**PISTOL PERMIT REQUIREMENTS CHECKLIST – ALBANY COUNTY CLERK’S OFFICE**  
**Please Read These Directions Carefully before Filling out Your Application**  
**CITY OF ALBANY AND TOWN OF COLONIE RESIDENTS – SEE SEPARATE INSTRUCTIONS**

1. First, review [ALL the information about the pistol permit process on our website](#), and print the required forms. You will need to type or hand-print two identical original applications to submit – please do this carefully.
2. Obtain four (4) reputable character references who have known you at least one year; all must be residents of the Capital District. BOTH copies of the application must be personally signed by each reference in the section indicating signature. The area indicating last name, first name, and middle initial of each reference must be clearly typed or printed.
3. You will need three (3) photographs (head and shoulder view) to submit with your application. They should each be 1½ inches square. A certified copy of your Driver’s Abstract of Operating Record must accompany your application. This is obtainable from any New York State Department of Motor Vehicles office. This DMV fee is \$5.00.
4. You must complete a basic pistol safety course. A list of schedules dates for this course conducted by certified NRA instructors in Albany County is available at our office and on our web site. One half of the two-part certificate indicating that you have completed the course must accompany your application.
5. When filling out applications, be sure to answer all questions honestly. Any deliberate omission or false entry will warrant rejection of entire application. When all of the above is completed, go to a Notary Public or Town Justice before whom you will actually sign the application and swear that the contents are the truth. You do this under penalty of perjury.
6. When your applications are completed and notarized, and you have your photographs, pistol safety certificate, and motor vehicles abstract, call your local police agency for an appointment to submit the application. You must submit these forms to the police agency before having your fingerprints taken.
7. All fingerprinting is now done electronically, either by the County Sheriff for Berne, Coeymans, Knox, New Scotland, Rensselaerville or Westerlo or by L-1 Services for Albany, Bethlehem, Cohoes, Colonie, Green Island, Guilderland, or Watervliet. [For Sheriff fingerprinting information, click here](#), for [L1 fingerprinting information, click here \[PDF\\*\]](#)
8. **The granting of a pistol permit in Albany County is a careful and deliberative process, and can take 6 to 12 months.** The fingerprinting agency will transmit your fingerprints to be checked by DCJS. The police agency will contact your character references, verify the information you have submitted, and perform a thorough investigation. The police agency review and recommendation is then transmitted to the County Clerk’s office, where it is logged in and all documents are sent to an appropriate judge for decision. Each judge carefully considers all of the facts in each case before rendering a decision. You may be called by the judge to appear for an interview or to provide further explanations. Many judges impose restrictions on the permits that they do decide to approve, and more than a few applications are completely disapproved.

***PLEASE NOTE that pistol permit and amendment applications are processed right away by this office, and forwarded as soon as possible to a judge for decision. We will notify you in writing immediately after the judge’s decision on your application. We ask you not to call to inquire about your permit or amendment. Callers are told they will receive a letter just as soon as we receive the decision.***

9. After your permit is approved, our fee is \$10.00 payable to “Albany County Clerk.” This is the only fee that is kept by Albany County (and it does not even remotely cover the County’s cost to process your application.)
10. *Amendments and Copies:* You are responsible for advising us of any change in your address, or any other change impacting a term or condition of your permit. You must also submit an amendment request whenever you acquire or dispose of a pistol. Please use our amendment form to do so; after your amendment is approved, you will pay a fee of \$3. The charge for a *replacement* permit is \$5.00.

***Your Pistol Permit is legally a privilege. Treat it as such. The issuing judge has the right to revoke or restrict your permit at any time, even after it has been issued to you. We thank you in advance for your cooperation.***