

CITY OF ALBANY RESIDENT PISTOL PERMIT APPLICATION PROCESS READ DIRECTIONS CAREFULLY AND COMPLETELY

All information and forms can also be located at the Albany County Clerk's Web Site : www.albanycounty.com/clerk on right column click "Forms Available On Line" then click header labeled "How to apply for Pistol Permit"

- 1) Application must be filled out in duplicate. Type or print NEATLY, beginning with block marked "Last Name". **FORM MUST BE PRINTED ON ONE SHEET OF PAPER, FRONT & BACK !**
- 2) Obtain (4) reputable character references that have known you at least one year and live in the Capital District. Both copies of the application must be signed by the reference in section indicating signature.
- 3) Answer all questions honestly. Any omission or false entry may warrant rejection of application.
- 4) You will need (3) photographs, head and shoulder view. They should be 1.5"x1.5" size. Passport type quality. Do not affix to paperwork.
- 5) A certified copy of your Drivers Abstract of Operating Record must accompany your application. This is obtained from NYS Dept. of Motor Vehicles, Empire State Plaza, Albany NY, There is a fee charged.
- 6) A certificate, indicating that you have attended the basic pistol safety course must accompany your application. A list of courses conducted by certified NRA instructors in Albany County will be made available to you .
- 7) When all of the above is completed, go to a Notary Public before whom you will sign the application and swear that the contents are the truth. Do not perjure yourself.
- 8) You will need to be fingerprinted. Identogo Services are utilized for this purpose. They can be contacted as follows:
Website: www.Identogo.com Appointment scheduling via the website is available 24/7/365 or
Toll free : 877-472-6915 Appointment scheduling via the call center is available 9a – 9p Mon. – Sat.
A list of available locations can be found at www.Identogo.com
select "NY" then click on "locations" to view the list. There are several in the Albany area.
You will need to know the Albany Police Department "ORI" number which is "NY0010100"
You will need to know the "Fingerprint Reason" which is "**Pistol Permit Applicant**".
Please check with Identogo at the time you make your appointment and they will inform you of the cost.
The fee will be made payable to "Identogo". Payment options include personal or business check, certified check, bank check, money order or credit card.
When appearing for fingerprinting, you **MUST** have two forms of ID, one of which must have a photo. Acceptable forms of ID consist of Drivers License, US Passport, US Social Security Card, US Military ID, Original or Certified Birth Certificate, School ID w/photo, Photo ID issued by Federal State or Local Government.
- 9) You will be given two receipts by Identogo. One of these receipts **MUST** be turned in to the police department along with all other paperwork listed above. This will show proof that you have been fingerprinted.
- 10) **Upon completion of ALL of above, come to the Albany Police Department Forensic Unit at 1 Morton Avenue, on Thursdays from 1pm to 3:30pm to submit paperwork and complete application process.**
- 11) To be submitted are the following: 2 completed application forms, proof of attendance at a pistol safety course, NYS DMV Driver Abstract, 3 photos as listed above, Receipt from Identogo.

Please note: Fingerprint / Background checks can take several months or longer. Once paperwork has been submitted do not call to check on the status of the application. Upon review, your application will be sent to a Judge for approval. When the application has been reviewed you will be mailed notification by the County Clerk's Office. At this time, there will be a fee for your approved Pistol Permit , \$10.00 payable to the Albany County Clerk. Any amendment to your permit thereafter will be \$3.00 per amendment