

ERIE COUNTY PISTOL PERMIT APPLICATION INSTRUCTIONS

ESSENTIAL INFORMATION

Applicants must be twenty-one (21) years old. Immigration documentation is required for non-citizen applicants. U.S. Citizens born outside of the United States must provide proof of citizenship. (See PPA-Info)

A NYS Drivers License or Non-Drivers ID is required with the current name (i.e. married name) and address. Proof of social security number, copy social security card or copy W-2 with full social security number.

Proof of completing safe handling of firearms instruction from a NYS certified instructor after 9/22 MUST be submitted with application. A DD-214 can be used in place of a course only if it states firearms training/qualification. Law enforcement must provide government issued ID and recent proof of qualification.

If requesting a pistol permit for Business Protection you must provide: a) as the business owner, a copy of a DBA or business certificate; or b) as an employee of the business, a signed letter on company letterhead from management acknowledging the application for a carry concealed pistol permit for Business Protection.

Fingerprinting must be done at least 48 hours prior to the submittal of your application and submitted no more than 30 days after fingerprinting.

One (1) black and white or color photograph (2"x2") with applicant's name printed on the back must be submitted with the application. No "selfie" or amateur photographs will be accepted. Pictures can be taken in the Erie County Clerk's Administrative Office for \$10.00 or anywhere passport photos are taken.

Applications must be dropped off in person. A non-refundable Pistol Permit Processing Fee of \$20.00 will be charged when you submit your application.

1. APPLICANT AND CHARACTER REFERENCE INFORMATION (PPA-4R) Rev 9/22 or later

- Applicant and character information must contain **all** information requested including full addresses and DOB's.
- **Must** provide **FOUR (4)** character references that are the same as contained on the PPB-3.
- **All** character references must live in Erie County. In addition, your character references **may** need to live in your city, town, or village (see Character References on last page). References may NOT be family members and/or boyfriend/girlfriend.
- A character reference with an arrest record could be unacceptable and delay your application.

2. STATE OF NEW YORK PISTOL/REVOLVER LICENSE APPLICATION (PPB-3) Rev 8/22 or later

- Complete the copy of New York State Pistol/Revolver License Application (PPB-3). The double-sided application **MUST** be original. Photocopies will **NOT** be accepted.
- Character references **must** be same as provided on the County application.
- References **MUST sign** the NYS PPB-3 Application and be qualified as noted above.
- The PPB-3 specifically states: "Have you ever been arrested, summoned, charged or indicted anywhere for any offense, including sealed arrests DWI (except traffic infractions)?" Answer 'yes' if Applicant has ever been:
 - Directed to appear before a judge for anything from an ordinance up to a felony
 - Handcuffed and taken to jail
 - Fingerprinted and photographed by the police for a criminal matter or DWI
 - A warrant for arrest was issued and applicant was directed to turn themselves into police or appear before judge.
- You **must** state all arrests regardless of whether or not you were convicted. **SEALED** charges **must** also be listed. **Failure to disclose any criminal charges including a dismissed or sealed charge will be sufficient cause to deny this application. ANY SEALED CHARGES WILL REQUIRE AN UNSEALED DISPOSITION FROM THE COURT WHICH DISPOSED OF THE MATTER.**
- A Certificate of Disposition (COD) for each arrest **must be submitted** with the application. CODs **MUST** be obtained from the Court where the case was heard. Failure to provide a COD for all arrest(s) will result in the inability to accept your pistol permit application.
 - In the case that a COD is no longer available by the Court, an original letter from the Court must be provided on letterhead, listing the current date, date of the charge, the charge, case number, case dispose date and a statement stating the COD is no longer available.
- The applicant's signature on the State of New York Pistol/Revolver License Applications (PPB-3) **MUST** be witnessed in the presence of and acknowledge by a Notary Public or Commissioner of Deeds.

Failure to complete all instructions, provide all forms or misinformation in the application process may result in inability to accept your application, delay in processing or a denial of your permit application.

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ADDITIONAL INFORMATION FOR CITIZENSHIP, FINGERPRINTING AND CHARACTER REFERENCES

PROOF OF CITIZENSHIP (IF BORN OUTSIDE OF U.S.)

1. U.S. or U.S. Territory birth certificate showing both first and last name, issued by a Board of Health, Bureau of Vital Statistics, or U.S. State Department.
 - a. U.S. Territories are: American Samoa, Guam, Mariana Islands, Marshall Islands, Puerto Rico
2. US Passport or Passport Card (unexpired); Naturalization Certificate.
3. If born outside U.S.:
 - a. Certificate of Citizenship (N-560, N561 or N-645)
or
 - b. Report of Birth Abroad of US Citizen, issued by US Embassy or Consulate (FS-240, DS-1350, F-545).
4. Original statement from US Consular Officer verifying that you are US citizen with a valid passport.
5. Proof of Permanent Resident:
 - a. Permanent Resident Card (I-551 "Green" card)

FINGERPRINTING

1. Fingerprinting should be done no more than 30 days before submission
 - a. Book a fingerprint appointment at <https://uenroll.identogo.com/workflows/151Z1G>
 - b. or Call 1-877-472-6915 (Service Code 151Z1G)
2. You must provide your name EXACTLY as it appears on your New York State Driver's License or Non-Driver ID.

CHARACTER REFERENCES

If you are residing in any jurisdiction *other than* Amherst or Aurora (Town), your references must all reside within Erie County.

1. **AMHERST:** At least two (2) references must live in Amherst, the other two (2) may live anywhere in Erie County.
2. **AURORA (Town):** At least two (2) references must live in Town of Aurora or Village of East Aurora, the other two (2) may live anywhere in Erie County.

The Erie County Pistol Permit Department CANNOT make exceptions to the above requirements, exceptions must be made by an authorized person at the specific police department.

FBI PRIVACY ACT STATEMENT

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Source: <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

As of 03/30/2018