



ERIE COUNTY PISTOL PERMIT AMENDMENT INSTRUCTIONS NYS PPB-5

All Changes to your permit can be requested by filling out the NYS PPB-5, please review each section of the Amendment carefully

- Complete all personal information as is currently on file with our office
New Name and/or address changes will be indicated under Amend License section
- Check appropriate Transaction Type(s) – more than one transaction may be chosen
- For items not listed use "Other" and specify what you would like to do
- Provide information to be amended – numbers 1 thru 7 - being careful to complete correct section(s).
- Answer the have you been arrested question above signature line(s)
- Sign as Licensee

REQUIRED DOCUMENTS TO BE PRESENTED WITH COMPLETED AMENDMENT FORM:

- Copy of your Pistol Permit
- Copy of Bill of Sale/Purchase Receipt
- Copy of your NYS driver's license with current address (mail in, or drop off only)
- Copy of proof of Name change (if changing your name)
- A self-addressed, stamped envelope (mail in, or drop off only)

Once amendment has been processed, the Pistol Permit office will return your new, updated permit permit card(s), purchase coupon (if acquiring), and your receipt in this envelope.

- Mail all documents and payments to:
Erie County Clerk's Office
92 Franklin St. Buffalo, NY 14202

FEES: \$3.00 per amendment + \$2.00 card fee

FORMS OF PAYMENT: Cash (in person only)
 Credit Card (in person only) – Visa, MasterCard, Discover
 Check/Money Order – payable to Erie County Clerk

Important: If Amendment form is incorrect/incomplete, or required documentation is missing, your documents will not be processed and will be returned to you in the self-addressed, stamped envelope you provide.