

Hon. James R. Farrell
County Court Judge

**INSTRUCTION SHEET FOR COMPLETING PISTOL PERMIT
APPLICATION**

**PLEASE READ AND FOLLOW ALL INSTRUCTIONS
CAREFULLY!!**

YOU DO NOT NEED TO PURCHASE A GUN TO APPLY

Once you have your interview with the Judge and you are approved, you will be given an approval letter to purchase a gun(s). You do not have to purchase a gun ahead of time, unless you want to. If you do not purchase a gun by the time you are approved, we can issue it without a gun.

Application packet should include: Two (2) Pistol Permit Applications and instruction sheet. **(FILL OUT BOTH APPLICATIONS EXACTLY THE SAME).** Also included is a Public Records Exemption Form and an Arrest Disclosure Form you must sign.

REQUIREMENTS: Applicant must be 21 years old, or honorably discharged from Military if under 21, and you must be a legal resident of Sullivan County. If you have dual residences in New York State, you must apply in the county that is your main residence. If you live out of State, you can apply if you **own** a part time residence in Sullivan County, or **own a business** in Sullivan County.

APPLICATIONS FORMS: Print or type in **BLACK INK ONLY. Do not fill out very top of applications. Start filling out with your last name.** Do not sign the back of application until you are before a notary – **We have notaries here.** You are expected to answer all questions on the application completely and truthfully. Any boxes that are left blank will delay application.

FINGERPRINTS: Are electronically submitted. Call toll-free phone number - **877-472-6915**, or go on line at <https://uenroll.identogo.com/>. to make an appointment. **When you call you will be required to give an ORI number and location.**
The ORI number is NY052013J the location is Clerk-Pistol Permit Monticello, NY 12701.

YOU MUST MAKE AN APPOINTMENT TO SUBMIT YOUR APPLICATION TO THE COUNTY CLERK'S OFFICE WITHIN ONE MONTH OF HAVING YOUR FINGERPRINTS DONE

PICTURES: You need two (2) full-front face pictures, approximately 2"X2". DO NOT WEAR A HAT OR SUNGLASSES. Passport pictures can be used. Please make sure pictures are on a plain background. **We take pictures here for \$15.00.**

CHARACTER REFERENCES: Do not use husband and wife. Do not use a relative or a reference with the same last name or address as yours. Do not use two references with the same last name or address. Do not use anyone from the Sullivan County Sheriff's Office. Make sure there are four character references that live in Sullivan County, with complete **physical and mailing addresses and signatures.**

FEES: Application fee: To be handed in with your application is **\$10.00** – which can be either cash or check. Make check payable to the SULLIVAN COUNTY CLERK.

Along with your application, please submit the following – your electronic fingerprint receipt, one copy of your safety course, two copies of your driver's license, and two copies of your voter's registration card. If you are not a US Citizen, instead of a voter's registration card, submit two copies of your Alien Card. If you were not born in the United States and you are now a Citizen, please submit two copies of your Naturalization Certificate, or two copies of your United States Passport. Also, you need to submit two copies of any additional paperwork you want to submit; dispositions, etc. List any guns you want added to permit (co-registering) or guns that were listed on another permit from another state, etc.) on back of applications, along with a copy of receipt.

If you live out of state, and you are applying because you own a part-time residence in Sullivan County, you would supply two copies of your property tax bill instead of your voter's registration card. You will need to get a New York Non-Driver's ID, which you will provide two copies of instead of your out of state driver's license. If you live out of state and are applying because you own a business in Sullivan County, you will have to provide proof of that. Put your business address on the application where it asks for residence address. You will also need to get a New York Non Driver's ID, which you will provide two copies of instead of your out of state driver's license.

PLEASE CALL THE COUNTY CLERK'S OFFICE FOR AN APPOINTMENT TO SUBMIT YOUR APPLICATION.

Return completed, signed, and notarized (we have notaries here) applications to the Hon. Russell H. Reeves, Sullivan County Clerk, 100 North Street, Monticello, New York, 12701. If you have any questions, please call Barbara at (845) 807-0416, or Russ at (845) 807-0417
Rev:02/05/20

ATTACHED IS A LIST OF PEOPLE THAT GIVE THE HANDGUN SAFETY COURSE – OR YOU CAN GO TO ANYONE CERTIFIED TO GIVE THE COURSE IN NEW YORK STATE.

HANDGUN SAFETY COURSE IS REQUIRED WHEN YOU HAND IN YOUR APPLICATION

Handgun Safety Course is given by the following, “for example”:

William J. Webbe Jr.	845-807-7017
Leo Cecil	845-794-4580
Wayne Meyer	845-439-4743
John Arias	845-423-3645
Manfred Germann	845-239-5313
George W. Rogero	845-496-4020 - OCShooters.com
Armed & Unarmed School of Security, Inc.	
U. Nicholas Michailides	845-878-4804/845-270-4232
Jim Hopkins	845-292-0999 EEA Security Service LLC
Damon Finch Power Sessions	845-561-2250 – DamonFinch@msn.com
Valerie Ludermann	845-665-9255
Joseph Izrael	845-356-5018 – info.gunface.org
Sullivan County BOCES	845-791-4070
Ron Schwandt	845-742-4008
Alan J. Carbonaro	845-807-7750 Triple Action Sports, Inc.
(does class once a week)	
William Mann – Price Slashers	845-858-4990
Fredrick Vobis	845-796-6006 Mindrick Security Academy
Osbert Wheeler – NRA Instructor	856-571-2545 owheeler78@aol.com
Matthew Mallory	315-567-9268 www.PSandEd.com
Pete Traina – Gunners Elite	845-557-8678/718-821-6367
(I come to your location)	petetraina4u@yahoo.com
Carol Ropke Wingert	845-551-4619 mlbinstructor@gmail.com
Dominic Fontana	845-295-0127 Bargain Basement Guns
Randell Bailey	845-608-1830 rrb304@aol.com
Michael Costello	845-478-6604 www.InterstateCCW.com
Tania L. Costello	845-478-6604 www.InterstateCCW.com
Michael J. Runnalls	845-381-0236
Richard Sheldon	845-482-4606
Michael Gagliardi	845-807-7228 madgag55@hvc.rr.com
Robert Clydesdale	845-568-7588
Gillian & George Kaiser	845-856-6759
Ronald Kramer	845-283-9563
Jonathan Stern	310-733-7162
Sam Luongo	914-217-3672