



Dan Patrick Sullivan
Assistant Pistol Licensing Officer

OFFICE OF PISTOL LICENSING

Oneida County Office Building ~ 6th Floor

800 Park Avenue ♦ Utica, New York 13501

Phone: (315) 798-5821

Fax: (315) 731-3430

Public Hours: 8:30 - 12:00am and 1:00 - 3:30pm M-F

Rome - Thursday Only - 8:00 - 12:00pm



INSTRUCTIONS FOR PISTOL LICENSE APPLICATION

1. Complete the entire 5 part application package by printing or typing, using **only black ink**. Do not write above your name on the state forms. Do not leave any questions unanswered.
2. **All forms must be signed in the presence of a notary public.**
3. **You will need four (4) character references.** These references must be Oneida County residents, at least 21 years of age, not related to you and have known you at least 5 years. **If you are using a reference from outside of Oneida County you must explain in a notarized statement your extra-ordinary reason why you could not get 4 Oneida County references. (Not Optional)**
4. You must **list all arrests**, including D.W.I., Y.O., A.C.D. & Sealed Records.
 - ◆ The arrest is what you were charged with.
 - ◆ The disposition is what it was reduced to, or what you were convicted of or plead to.
 - ◆ All arrests must be listed, even if it was totally dismissed or sealed.
5. You will need **two (2) identical photos**. Straight on head shot. No larger than 2"x2".
6. Police agency fees are **Postal Money Orders only**.

*You must be fingerprinted per the instruction of the agency that pertains to you.
Call one of the following numbers to make arrangements to drop off your completed application.*

If you live in Utica: Call Utica Police Dept. 223-3571 or 223-3572

If you live in Rome: Call Rome Police Dept. 339-7780

If you live in a Town or Village: Call Oneida County Sheriff's Office. 765-2223

*When you arrive for your appointment to begin the fingerprint process,
you must have the following information completed.*

- I. Entire application filled out in **BLACK ink with all 5 parts signed & notarized.**
Do not leave any areas blank except the area ABOVE the name line on the state forms.
All questions must be answered with N/A (for not applicable) if they do not apply to you.
- II. **FEES: Oneida County Sheriff's Office:** The fee is paid with one postal money order only, made out to the Oneida County Sheriff's Department for the sum of \$130.25.
Utica Police Dept. fee is \$100.00 postal money order only.
Rome Police Dept. is \$50.00 postal money order only.
Instructions as to any further fees pertaining to the Rome or Utica Police Departments will be given to you when you bring your completed application to them to begin your fingerprinting process.
- III. **TWO (2)** Identical full face photos. Digital photos are acceptable.
- IV. A copy of the Safety Certificate attached to the Application.

Approx.
\$101.45