



Christina Roberts  
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 - 12:00pm and 1:00 - 3:30pm M-F



### INSTRUCTIONS FOR PISTOL LICENSE APPLICATION

1. Complete the entire application package by printing, using **black ink only**. There are 2 sets of identical forms ( **Section A** and **Section B**), both must be filled out.
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". Tape along the edges in designated Photo Spot.
6. Police agency fees are **Money Orders only**.

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

If you live in Utica: Call Utica Police Dept. 315-223-3571 or 315-223-3572

If you live in Rome: Call Rome Police Dept. 315-339-7780

If you live in a Town or Village: Call Oneida County Sheriff's Office. 315-765-2223

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*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 form. 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 to be paid with a money order, made out to the Oneida County Sheriff's Office for the sum of \$150.00.  
Utica Police Dept. fee is \$100.00 money order only.  
Rome Police Dept. fee is \$50.00 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. A copy of the Safety Certificate attached to the Application.

Approx.  
\$101.45