

# **Quick Reference Guide for Completing Pistol Permit Application**

1. All entries must be typed or printed using **BLACK INK ONLY**.
2. You must complete two applications.
3. Below the “date of issue” line complete all shaded and un-shaded areas.
4. Fill out both application forms exactly alike.
5. Place only one letter or number in each box. If your mailing address is a PO Box please add that on a separate piece of paper and attach to the application.

6. Use the following abbreviations for **EYE COLOR**:

BK- BLACK	ML- MULTICOLORED
PK- PINK	GY- GRAY
GN- GREEN	BR- BROWN
MR- MAROON	BL- BLUE
HZ- HAZEL	OT- OTHER

7. Use the following abbreviations for **HAIR COLOR**:

BK- BLACK	SD- SANDY
BN- BLONDE/STRAWBERRY	RD- RED/AUBURN
WH- WHITE	GY- GRAY/ PARTIALLY GRAY
BR- BROWN	

8. Height must be in inches.
9. Race: FIRST FOUR LETTERS of your race.
10. Sign the front and back of each application. **Use BLACK INK**
11. Fees: Payable by **U.S. POSTAL MONEY ORDER ONLY – 2 REQUIRED – SIGN BOTH**  
\$5.00 PAYABLE TO: **SCHOHARIE COUNTY SHERIFF** (Application Fee)  
\$94.25 PAYABLE TO: **SCSO LIVESCAN ESCROW** (Fingerprint Fee)
12. Questions regarding your application should be directed to:  
Pistol Permit Clerk, Schoharie County Sheriff’s Office  
PO Box 689 Schoharie, NY 12157 (518)295-2268

**\*\* PISTOL PERMIT APPLICATIONS CAN NOT BE PROCESSED UNLESS THESE INSTRUCTIONS ARE FOLLOWED EXACTLY\*\***