

## SCHOHARIE COUNTY PISTOL PERMIT APPLICATION PROCESS INSTRUCTIONS

A. Two types of Permits are issued:

1. Carry Concealed
2. Possess on Premises

B. Basic requirements:

1. At least 21 years old
2. Residence in Schoharie County
3. No criminal conviction which prohibits possession of Firearms
4. Four (4) character references **who are residents of Schoharie County**
5. **Must complete 2 applications both must be individually signed by the applicant and individually notarized. Copies will NOT be accepted.**
6. Completion of the Basic Handgun Course (which we will provide)

C. Instructions for completing Application Form: See Page 2

D. Submission of Application:

1. Contact 518 295-2226 to make an appointment to bring in your application and fees.
2. The application will be checked for completeness and your fingerprints will be taken.
3. You will be notified at a later date, when the Basic Handgun Course will be conducted. It is your responsibility to **Attend and Complete** this course.

E. Any questions regarding your application should be directed to the Pistol Permit Clerk at 518 295-2226 between the hours of 8:30am and 2:30pm, Monday thru Friday.

## INSTRUCTIONS FOR COMPLETING THE PISTOL PERMIT APPLICATION FORMS

1. All entries must be typed or printed using **BLACK INK ONLY**
2. Complete all areas **BELOW** the "Date of Issue" line.
3. Fill out both application forms **EXACTLY** alike.
4. Place on **ONE** letter or number in each box.
5. Use the following abbreviations for **EYE COLOR**:

BK – Black	GN – Green	ML- Multi-colored
BL – Blue	HZ – Hazel	OT – Other
BR – Brown	MR – Maroon	
GY – Gray	PK – Pink	
6. Use the following abbreviations for **HAIR COLOR**:

BK – Black	SD – Sandy	RD - Red
BR – Brown	BN – Blonde/Strawberry	
WH – White	GY – Gray /Partially Gray	
7. Height must be in **INCHES**.
8. **RACE** is the first four letters.
9. Character References must have known you for **AT LEAST (6) SIX MONTHS**. They **MUST SIGN** both applications in person, give their **physical address and mailing address if different from their physical address**. They must use **BLACK INK**.
10. Character References should **NOT BE** your relatives, related to each other, or employees of any Law Enforcement Agency.
11. Sign the **FRONT AND BACK** each application form.
12. Have your signature sworn to before a Notary Public. Remind the Notary to **USE BLACK INK**
13. You **DO NOT NEED** any pictures.
14. **FEES**: Payable by **U.S. POSTAL MONEY ORDER ONLY - 2 REQUIRED**:

\$ 5.00	Payable to: Schoharie County Sheriff (application fee)
\$87.00	SCSO Live Scan Escrow (fingerprint fee)

**\*\*\*IT IS IMPORTANT THAT THE APPLICATION BE FILLED OUT COMPLETELY AND ACCURATELY. PISTOL PERMIT APPLICATIONS CAN NOT BE PROCESSED UNLESS THESE INSTRUCTIONS ARE FOLLOWED EXACTLY\*\*\***