

RETAIN

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## OTSEGO COUNTY HANDGUN PERMIT APPLICATION PROCEDURE

### QUALIFICATIONS

To qualify for a handgun permit you must be twenty-one years of age and a resident of Otsego County, be principally employed in Otsego County or have a principal place of business as a merchant or storekeeper in Otsego County. (Several provisions apply to the acquisition of gunsmith/firearms dealer. Information may be obtained from the Sheriff's Office.)

### APPLICATION FOR A HANDGUN LICENSE

1. **The application must be completed in duplicate.** All questions must be fully and thoughtfully answered; failure to do so may result in a denial of the application. **(IF YOU HAVE BEEN ARRESTED OR TAKEN INTO CUSTODY FOR ANY CHARGE (INCLUDING DRIVING WHILE INTOXICATED OR DRIVING WHILE ABILITY IMPAIRED BY DRUGS OR ALCOHOL), YOU MUST DISCLOSE THIS INFORMATION WHETHER YOU RECEIVED AN ACQUITTAL, AN ADJOURNMENT IN CONTEMPLATION OF DISMISSAL, YOUTHFUL OFFENDER TREATMENT OR DISMISSAL OF THE CHARGES. FAILURE TO ACCURATELY DISCLOSE THIS INFORMATION WITHOUT A SUITABLE EXPLANATION WILL RESULT IN A DENIAL OF YOUR APPLICATION.)**
2. You must indicate the reason(s) for which you are making application for the license. If you are seeking a license for sporting purposes, check "Carry Firearm Concealed". If you are seeking a license for protection "on premises" purposes, including the protection of a business, check "Possess Firearm on Premises" and set forth the address of the premises. On the line provided, set forth the specific reason(s) for which a handgun permit is being sought. Please note that the law authorizes the issuance of a "carry and conceal" permit when "...proper cause exists for the issuance thereof;" Sporting, target shooting and hunting are customarily recognized as the appropriate reasons for the issuance of a "carry and conceal permit".
3. **Four character references** that are (1) at least 21 years of age, (2) **not related to the applicant**, (3) have known the applicant for at least five years and who (4) reside in Otsego County or an adjoining county are required. (Exceptions to the requirement that the character reference reside in Otsego County or an adjoining county will be made in the case of applicants who are new residents.) Use no more than one occupant from a household or one member from the same family (persons related to one another by blood or marriage). Print their full names and mailing addresses and sign the application. The references will be sent a questionnaire, which must be completed, signed before a Notary Public and returned to the Otsego County Sheriff's Department. Responses will not be disclosed to the applicant unless the reference expresses no objection to the disclosure. The application will not be processed until the Sheriff's Department has received all character reference questionnaires.
4. **Submit 2** (two) 2" x 2" **photographs** (which must have been taken within 30 days prior to the application).
5. Be sure that you read and understand the oath before you sign the application. **DO NOT**

SIGN YOUR NAME UNTIL YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC.  
You will be required to present identification at that time.

6. Fingerprints will be taken at the Sheriff's Office on Monday, Wednesday or Friday between the hours 1:30 pm and 4:30 pm. A thumbprint must also be affixed to the back of the license.
7. Your completed application must be accompanied by cash, check or money order payable to the Otsego County Sheriff in the amount of \$104.25.
8. Personally submit all paperwork to the Otsego County Sheriff's Office.
9. A licensee with restrictions on his or her license may apply for removal of the restrictions by submitting a "Request for Removal of License Restrictions" (forms available at the Sheriff's Office), which must be submitted to the Sheriff's Office. Please list the current restrictions and reasons for which removal is requested. A request to the current licensing officer to remove restrictions imposed by a previous licensing officer is within the sound discretion of the current licensing officer and may not be granted for valid reasons. Such requests are not automatically granted. An updated picture and \$5.00 fee are required.

#### THE LICENSE

If approved, a license will be forthwith issued which must be produced on demand by the holder when carrying the handgun (or, if the license is issued for protection on premises, by the holder thereof on premises).

#### **The following restrictions apply to a license issued in Otsego County:**

1. It is not valid in the City of New York;
2. It is valid only for the handgun specifically described in the license, or in any amendment to such license properly issued by an authorized licensing officer;
3. If you permanently change your address, notice of such change and your new address must be given to the Superintendent of State Police and to the Chief of Police of the city, town, or village in which your new residence is located, within ten days of such change;
4. Handguns must be safely stored. No requirements will be imposed regarding the method of storage; however, failure to secure handguns against use by children and persons not licensed to possess a handgun may result in loss of your handgun permit. (Trigger locks are recommended. They are small, inexpensive and do not significantly interfere with the holstering. It is also recommended that handguns be transported in a secure container, such as a locked metal box, when immediate use is not contemplated.)
5. **YOU MUST NOT CARRY A HANDGUN IN ANY GOVERNMENT BUILDING, SCHOOL OR CHURCH OR IN ANY ESTABLISHMENT IN WHICH THE ON-PREMISES CONSUMPTION OF ALCOHOL IS INVOLVED (WHETHER LICENSED TO DO SO OR OTHERWISE).**
6. You must, within six months after acquiring a license, complete a handgun safety course administered by the Otsego County Sheriff's Office. You will be notified of the scheduled

date, time and place upon issuance of your permit.

Exceptions to this requirement will be extended to law enforcement officers who have received similar training, certified firearms instructors and others who can present proof of having received handgun safety training at the hands of a certified firearms instructor or the equivalent.

7. Your license is subject to revocation at will at any time by the licensing officer or any judge or justice of a court of record upon violation of (a) the above conditions, (b) of a criminal law, (c) excessive use of alcohol or drugs, (d) sustained violent family friction, (e) erratic or bizarre behavior, (f) failure to exercise reasonable safety precautions with respect to your firearm may result in revocation of your license. (Your license must be revoked upon conviction for a felony or other serious offense.)

#### PURCHASING AND REGISTERING HANDGUN UPON RECEIPT OF YOUR LICENSE

Attached to the license is a purchase certificate that is to be used for your initial handgun purchase; the dealer or other seller shall retain the purchase certificate at the time of sale. **After purchase of the handgun, you must promptly inform the Sheriff's Office, either in person or in writing, of the make, caliber, and serial number, thus registering your gun.** No fee is required for the initial registration of your first handgun. The name and address of the individual or dealer from whom you purchased the handgun(s) must also be furnished.

If you come to possess a handgun(s) through inheritance or as a gift, each must be registered through the Otsego County Sheriff, specifying the make, caliber, and serial number of each such handgun. The name and address of the individual or dealer from whom you acquired the handgun(s) must also be furnished.

If more than one pistol is registered initially, include a \$3.00 registration fee (cash or check payable to the Otsego County Sheriff).

You must record on the back of your license the make, caliber and serial number of all handguns properly registered in accordance with the above instructions.

#### ADDITIONAL PURCHASES, REGISTRATIONS OR CANCELLATIONS

Purchase coupons for an impending purchase may be obtained from the Otsego County Sheriff. Not more than two outstanding purchase coupons will be issued to an applicant and in no event will the application be valid for more than a single thirty-day period. An application fee of \$3.00 is charged for each application.) **If a purchase is made, you must promptly notify the Otsego County Sheriff's Office, specifying the make, caliber and serial number of the handgun. (You must also record the identifying features of the handgun on the reverse side of your permit.)**

Expired purchase coupons must be returned to the Sheriff's Office. No additional purchase coupons will be issued until expired purchase coupons have been returned.

If you destroy or sell a handgun, you must notify the Otsego County Sheriff of that fact, together with the make, caliber and serial number, and name and address of the person to whom a gun is sold.

#### CHANGE OF ADDRESS

If you change your residence within the County of Otsego, you must within ten days, send written notice to the Otsego County Sheriff. You must also record the change of address on your license below your signature.

If you plan to move outside the County, but within the State of New York, you may transfer your license to the county in which you will reside as a matter of convenience in the registration of amendments to your license.

#### LOSS OR DESTRUCTION OF ORIGINAL LICENSE

A duplicate license may be obtained from the Otsego County Sheriff in the event of loss, despoliation, etc. of the original. You must have your thumbprint affixed to the license form and sign it. You will be required to complete an application form and submit it to the Otsego County Sheriff together with a photograph of yourself and cash, check or money order in the amount of \$5.00.

All fees are required and affixed by law.

The Otsego County Sheriff to the New York State Police thereof transmits all registrations of pistols and cancellations.

Otsego County Sheriff's Office  
172 Co. Hwy. 33W  
Cooperstown, New York 13326

Otsego County Handgun Permits  
are issued by:

Hon. Brian D. Burns  
Otsego County Judge  
Cooperstown, New York 13326

Hon. John Lambert  
Otsego County Judge  
Cooperstown, New York 13326