



Chief of Police
MICHAEL D. WOODS

TOWN OF COLONIE
OFFICE OF THE CHIEF OF POLICE

312 WOLF ROAD
LATHAM, NEW YORK 12110
(518) 783-2744
www.colonie.org/departments/police



Deputy Chiefs
ROBERT H. WINN
JAMES J. GERACE

READ AND FOLLOW CAREFULLY

Instructions For New York State Pistol Permit

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APPLICANTS SUBMITTING THEIR APPLICATION TO THE COLONIE POLICE DEPARTMENT MUST BE A RESIDENT OF THE TOWN OF COLONIE. A FAILURE TO ADHERE TO THE FOLLOWING INSTRUCTIONS WILL CAUSE A SUBSTANTIAL DELAY IN PROCESSING. ONLY APPLICATION PACKETS THAT ARE PROPERLY COMPLETED IN THEIR ENTIRETY WILL BE ACCEPTED.

Complete EACH and EVERY form provided. Complete all of the forms by **typing** or **printing** clearly in **BLACK INK ONLY**.

Follow these instructions:

1. Fill out the personal information form titled "TO BE COMPLETED BY PISTOL PERMIT APPLICANT". Make sure each line is filled out in its entirety. An incomplete form will not be accepted.
2. You must obtain the following items to furnish this department:
 - A. Two (2) passport size color photos (2" x 2").
 - B. An NRA or approved pistol safety course certificate. **(Not required for Dealer or Gunsmith Licenses)**. This department provides some names and telephone numbers of organizations that offer approved pistol safety course classes. This department does not offer a safety course to the public nor does it maintain a course schedule of these organizations.
 - C. A copy of your **ABSTRACT OF DRIVING RECORD** from the New York State Department of Motor Vehicles. (This may be obtained at any NYS DMV office or requested online from the NYS DMV website). Do not use a third party website. Only NYS DMV abstracts are accepted. The cost is approximately \$7.00.
 - D. A valid form of government photo identification (driver's license, passport).
 - E. Social Security card or proof of social security number.
 - F. Copies of any gun club membership cards.
 - G. Copies of any additional licenses (out of state pistol licenses, hunting, security guard, etc.)

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****Important****

Once you have completed and obtained the preceding requirements, call the Colonie Police Department to **request an appointment** with the investigator handling pistol permits at 783-2754. You will be required to provide the previously listed items when you arrive for your appointment.

Fingerprinting: A separate appointment will need to be made with Morpho Trust USA (IdentoGO) to have your fingerprints digitally scanned. **This appointment must be made for a date anytime after your initial appointment with the investigating officer from the Colonie Police Department.**

See page 4 for details on making this appointment.

The remaining required forms will be provided to you during your appointment and the remaining procedures are detailed below.

3. When you arrive for your appointment, the required items from #1 and #2 above will be reviewed. If they are complete, your application will continue.
4. **The following will be provided to you to be completed on the date of your appointment:**

Two (2) "STATE OF NEW YORK PISTOL/REVOLVER LICENSE APPLICATIONS"

- Will require your signature and address on the back side of both applications.
- Both applications need to be completed as **ORIGINALS**. Not one original and one copy. Every place a signature is required, requires an original signature. This includes the area for your character references.
- On the back of each application is a place for the applicant's signature. **YOUR SIGNATURE ON BOTH OF THESE APPLICATIONS MUST BE WITNESSED BY A NOTARY.**
- Regarding the section that asks "**HAVE YOU EVER BEEN ARRESTED OR INDICTED ANYWHERE FOR ANY OFFENSE...**"

You MUST list ALL arrests for ANY OFFENSE including DWI, whether you were convicted or not. (Vehicle & Traffic violations do not get listed). Failure to disclose requested information in this portion of the application could be an automatic refusal for your pistol permit.

- These 2 applications must be completed and returned **in person** to the investigating officer in a reasonable amount of time. They must be returned in person to assure their proper completion. Improperly completed or incomplete forms cannot be processed by the Albany County Clerk.

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CHARACTER REFERENCE FORMS:

- You will be provided with 4 original character reference forms. You will give each of the 4 persons listed as a character reference on your STATE OF NEW YORK PISTOL / REVOLVER LICENSE APPLICATIONS one of these forms to be completed by your reference. **MAKE SURE YOUR NAME IS ON THE TOP OF THESE FORMS BEFORE GIVING THEM TO YOUR REFERENCES FOR COMPLETION. FORMS RETURNED WITHOUT AN APPLICANT NAME WILL NOT BE PROCESSED.**
- Each character reference form must be NOTARIZED. Each form must be returned by US Mail to :

Town of Colonie Police Department
Pistol Permit Processing
312 Wolf Rd
Latham, NY 12110
- References **MUST** be residents of the Capital District area and **MAY NOT BE** relatives or anyone living in your household. Address, phone number and printed name of reference must be included on reference letter.
- It is the applicant's responsibility to make sure their references return these completed forms in a timely manner. Applicants need to confirm with the investigating officer that all the letters have been returned. **Failure to do so will delay the application process.**

APPLICATIONS AVERAGE NINE TO TWELVE MONTHS FOR PROCESSING AND FOR THE COMPLETION OF A THOROUGH BACKGROUND INVESTIGATION. YOU WILL BE NOTIFIED WHEN YOUR APPLICATION IS BEING COMPLETED.

ALL PERMITS AND AMENDMENTS ARE ISSUED BY THE ALBANY COUNTY CLERK'S OFFICE AND YOU WILL BE NOTIFIED BY MAIL WHEN YOUR APPLICATION PROCESS HAS BEEN COMPLETED.

If you have any questions pertaining to the proper completion of your application packet, you may call the police department at (518) 783-2754 and ask for pistol permit information.

ONLY COMPLETED APPLICATIONS PACKETS WILL BE PROCESSED

****Special Attention:** The pistol permit application procedure subjects the applicant to an extensive background investigation. A failure to be truthful or an attempt to conceal information can and most likely will cause an automatic denial of your application. The applicant should expect to provide a detailed explanation of any prior contact with the criminal justice system or questionable behavior that has been discovered through the background investigation.

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Live Scan Fingerprinting For Pistol Permits

Applicants need to contact Morpho Trust USA (IdentoGo) to schedule an appointment to have their fingerprints taken with Live Scan. **The appointment needs to be made for a date following their initial appointment with the investigating officer from the Colonie Police Department.** Applicants can schedule an appointment by going to their website at: www.identogo.com or by calling their toll free call center at (877) 472-6915.

The applicant will select the most convenient location to get fingerprinted as part of making their appointment. A list of available locations can be found at www.identogo.com. Select "NY" and then click on "Locations" to view the listings.

The applicant will go to the fingerprinting location and bring 2 forms of identification, at least one of which must have a photo. When the applicant schedules their appointment, they will be given the options of what forms of ID are considered acceptable. Such options include driver's license, US Passport, Social Security Card, etc... If applicant doesn't pay on-line when scheduling their appointment, they will need to bring their payment to the fingerprinting appointment. Applicant will be provided 2 receipts indicating applicant's name, fingerprinting site location, date and time, fee paid and reason for fingerprinting. One of these receipts needs to be forwarded to the investigating officer from the Colonie Police Department.

Upon completion of applicant's fingerprint search process, the DCJS and FBI responses will be delivered electronically to the Colonie Police Department.

Applicants will need to provide the following information to Morpho Trust USA (IdentoGo) at the time their fingerprints are scanned:

Colonie Police Dept. ORI#: NY0015300

Incident #

Reason code: Pistol

Pistol Safety Classes Information

The Judges reviewing pistol license applications in Albany County require every applicant for a pistol permit to take a four-hour training class in pistol safety. Several organizations offer options for this class. Charges and locations vary.

You are required to submit a certificate showing completion of such a class with your permit application.

The course covers safe gun handling, shooting fundamentals and licensing requirements. Students will **NOT** be permitted to handle or shoot any firearms during the class. Students may **NOT** bring firearms to the class.

The Colonie Police Department makes no endorsement of any particular training program, and provides this list solely for your information.

American Tactical Systems

19 Lower Hudson Avenue

Green Island, NY 12183

518-274-1911

www.americantacticalsystems.com

S&K Prevention

4 Avis Drive, Suite 103

Latham, NY 12110

518-237-5463

www.s-kprevention.com

Watervliet Fish & Game

70 Rifle Range Road

Colonie, NY 12205

518-456-9855

www.wfgpa.com

Ravena-Coeymans Sportsmen's Club

456 New Baltimore Road

New Baltimore, NY 12124

518-756-2048

www.rcsportsmensclub.org

Albany County Pistol Club

39 Center Lane

Glenmont, NY 12077

518-439-0057

www.acpistolclub.com

Helderberg Rod & Gun Club

386 Quay Road

Altamont, NY 12009

518-861-5302

<http://www.helderbergrgc.webservicesus.com/>