



## CITY OF WATERVLIET POLICE DEPARTMENT

2-15<sup>TH</sup> ST., WATERVLIET, NEW YORK 12189

(518)270-3819

PISTOLPERMITS@WATERVLIET.COM



### **INSTRUCTIONS FOR COMPLETING THE NEW YORK STATE PISTOL/REVOLVER AND/OR SEMI-AUTOMATIC RIFLE PERMIT APPLICATION**

Candidates submitting this application to the Watervliet Police Department must be a resident of the City of Watervliet. A failure to adhere to the following instructions will cause a delay in processing. Only application packets that are properly completed in their entirety will be accepted.

**Complete ALL forms provided by typing or legible print in BLACK INK ONLY.**

#### ***Instructions:***

1. When filling out the application, answer all questions truthfully. Any deliberate omission or false entries may result in rejecting the entire application. In addition, making a false statement on any part of your application is a crime and may result in criminal prosecution.
2. Fill out the personal information form titled, "TO BE COMPLETED BY PISTOL/RIFLE PERMIT APPLICANT."
3. Fill out two original NYS Pistol/Revolver/Rifle applications (included with this packet).
  - Both copies require your signature and address on the back side of each application.
  - Both applications need to be completed as ORIGINALS. *Not one original and one copy.* Each signature must be an original. This also includes the section for your character references.
  - YOUR SIGNATURE ON BOTH OF THESE APPLICATIONS MUST BE NOTARIZED.
  - The section, "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. (Do not list Vehicle and Traffic violations). Failure to disclose requested information in this portion of the application could be an automatic denial of a pistol permit.
4. You must obtain the following items and supply them to the Watervliet Police Department:
  - A. Two (2) passport size color photos (2" x 2").
  - B. A National Rifle Association or other approved pistol safety course certificate. This department does not offer a safety course to the public, nor does it maintain a course schedule of these organizations or endorse any course/vendor. Please visit the Albany County Sheriff's Office website for a list of current vendors.
  - C. A copy of your "Lifetime Driving Records - Drivers Abstract" 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 authorized NYS DMV abstracts are accepted.



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- D. A valid form of government photo identification (driver's license, passport, etc.).
  - 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.)
5. Obtain four (4) reputable character references that have known you for at least one year.
- A. All must be residents of the Capital District and may *not* be a family member.
  - B. All copies of the Personal Character Reference Form must be personally completed by the reference and cannot be completed by the applicant. The forms must be clearly printed or typed.
  - C. Character reference forms must be notarized.
  - D. An incomplete form submitted may cause a delay or rejection in processing your application.
6. Fingerprinting-All pistol permit applicants must obtain digital fingerprints. Identogo® is the sole vendor utilized for this purpose. Visit [www.Identogo.com](http://www.Identogo.com) for appointment scheduling. A list of available locations can be found on their website. Utilize the following information to schedule an appointment:
- A. When prompted, enter the service code **1565YX**. If the service code doesn't work, utilize Watervliet Police Department's ORI number **NY0010300** and select the reason for fingerprinting as "Pistol."
  - B. Be sure to bring the documentation that Identogo® requires. See their website for acceptable forms of identification and other requirements.
  - C. The fee for fingerprinting is set by Identogo® and may vary. Watervliet Police Department does not control these fees.
  - D. You must submit your receipt from Identogo® with your application.
  - E. Upon completion of an applicant's fingerprint process, the responses will be delivered electronically to the Watervliet Police Department.
7. Upon completion of the above, you must contact the department to schedule an appointment to deliver the application and conduct an in-person interview. Do not call the department. You must email [PistolPermits@watervliet.com](mailto:PistolPermits@watervliet.com) to schedule this appointment.
8. Following your interview, the application will be processed by the Watervliet Police Department and sent to the Albany County Clerk's Office for further processing. The Albany County Clerk's Office or County Court will contact the applicant once the application process is completed.

Questions should be sent to the Watervliet Police Department via email at [PistolPermits@watervliet.com](mailto:PistolPermits@watervliet.com).