

ATTENTION PISTOL PERMIT HOLDERS

Beginning May 19, the Herkimer County Pistol Permit Office will resume pistol permit services and transactions by drop box, mail or by appointment. Please note the Pistol Permit Office is **NOT** open for walk-in transactions at this time.

Applications are available only at the Sheriff's Office for \$10.00 (exact change). Applications are not available online.

Transactions by drop box or mail:

- Adding firearm(s) to an existing pistol permit
- Removing firearm(s) to an existing pistol permit
- Address change
- Name change
- Occupation and/or employer change
- Issuing duplicate PLASTIC permits

To make an amendment to an existing permit, submit the following:

- Print your full name, your permit number, your phone number
- Documentation (sales receipt, invoice, bill of sale, notarized letter, etc.) for the amendment
- Exact change - CASH or personal check if by drop box, personal check if by mail (payable to Herkimer County)
 - \$5.00 Amendment / \$10.00 Duplicate permit

The Permit Office will process your submitted paperwork and will call you when your permit and coupon (if applicable) are ready for pickup.

The Permit Office is providing envelopes for the drop box location. The drop box is located inside at the Herkimer County Sheriff's Office, 320 North Main St., Herkimer, N.Y. 13350

Transactions by appointment:

- Submitting a pistol permit application
- Picking up a new pistol permit
- Transfers – in to Herkimer County or out of Herkimer County

To make an appointment, please call the Pistol Permit Office at (315) 867-1265.