



OFFICE OF

The Herkimer County Sheriff

320 NORTH MAIN STREET – SUITE 2900
HERKIMER, NEW YORK 13350-1949
OFFICE/CIVIL: (315) 867-1167
FAX: (315) 867-1354

Correction Facility: (315) 867-1252
Correctional Fa: (315) 867-1263

SCOTT F. SCHERER, *SHERIFF*
SCOTT A. LESKOVAR, *UNDERSHERIFF*

PISTOL PERMIT OFFICE HOURS 867-1265

TUES-WED-THUR: 9:00 AM – 4:30 PM

SUMMER HOURS: (MEMORIAL-LABOR)

TUES-WED-THUR: 8:00 AM – 3:30 PM

**** NEW APPLICANTS SUBMITTING PISTOL PERMIT APPLICATIONS ****

PLEASE REFER TO ATTACHED INSTRUCTIONS FOR FINGERPRINTING:

You must have your fingerprints taken by MorphoTrust USA **BEFORE** you can schedule an appointment to hand in your pistol permit application to the Pistol Permit Office. No appointment will be scheduled at the Pistol Permit Office without a receipt from MorphoTrust USA. The fingerprints taken by IdentoGo are valid for six months. You must hand in your application within six months of being fingerprinted.

1. **The application must be completed in BLACK INK & notarized.** Complete Family Court Authorization form (1 page). Complete Form PPB-2 (7 page questionnaire). Complete Declaration of Address form. Complete each copy (3) of Form PPB-3, **starting** at “**LAST NAME**” field. **ALL paperwork must be completed before the appointment.** A photograph will be taken at the Pistol Permit Office on the day of the appointment. Do not provide photographs.
2. Four character references are required. The references **CANNOT** be related to the applicant, either by blood or marriage. At least **three** character references must be **Herkimer County residents**. References must have a valid physical/ mailing address and telephone number. At least one reference must know the applicant for over 10 years. No character reference will be considered with less than a 2 year association. Each reference is required to fill out a questionnaire and mail it back in the provided return address envelope. **In addition, each reference must sign the applicant’s three PPB-3 forms with BLACK INK.**
3. A handgun safety course is a required. You may take a course taught by a New York State NRA registered instructor or through the Herkimer County Sheriff’s Office. The Herkimer County Sheriff’s Office offers a handgun safety course the last Saturday of every month from 9:00-12:00 (3 hours) at a fee of \$20.00 per person. It is recommended the applicant take a handgun safety course prior to handing in the application. Handgun safety certificates are valid for two years.
4. Background investigations are conducted by the Sheriff’s Office and include neighborhood checks, employer interviews, reference checks and court checks. The investigator(s) will also personally interview the applicant.
5. The applicant will be notified by mail at completion of the application process. Approved applicants will need to provide a sales receipt with handgun information in order to pick up the permit. The Pistol Permit Office cannot issue the permit without a sales receipt. There will be a \$20.00 fee to issue the permit.