



New York City Police Department
License Division
One Police Plaza
New York, NY 10038

Date:

Application #

Dear

My name is [REDACTED], and this letter is to inform you that I have recently been assigned to investigate your application for a handgun license with the New York City Police Department License Division.

Attached you will find a list of all the necessary documents needed to proceed in the processing of your application.

Please give me a call within 5 days acknowledging the receipt of this letter, so that we can set up an appointment for you to come into my office for an interview. You can contact me Monday thru Friday from 12:00 pm to 5:00 pm at [REDACTED]

Thank you for your cooperation.



New York City Police Department

Pistol License Division

One Police Plaza

New York, NY 10038

(646) 610-5551

Date:

Application #

Name:

Assoc. Inv.:

At your interview, you must provide the following checked items:

- _____ 1 - A letter from your employer on company letterhead stating that you are employed with the company, the date employment began and your occupation **OR** 2 current pay stubs.
- _____ 2 - If you are self employed, or applying for a Premise Business permit, you must submit a current bank statement, your 1040 Income tax return (Signed and **Notarized** by the preparer) and 2 photos of the outside of your business.
- _____ 3 - If you are a student or unemployed, you must submit a **notarized** letter from the person (s) who are currently supporting you, attesting to the fact. If you are receiving unemployment, pension benefits, social security, etc., then you must submit proof.
- _____ 4 - Proof of birth (Birth Certificate, Alien card, Naturalization Papers or Valid Passport.)
- _____ 5 - Copy of your Social Security Card.
- _____ 6 - NON-CITIZENS residing in the USA for less than 7 years must submit a "Good Conduct Certificate".
- _____ 7 - Your drivers license showing the current address. If the license does not show your current address, then you must submit the **INTERIM LICENSE** from the NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES.
- _____ 8 - A current utility bill (Telephone, Con Edison, Cable) (**ONLY**) from your home and/or business, showing the current address, date and name. **NOTE:** If the bill is not in your name, then you must submit a **notarized** statement from the person whose name appears on the bill indicating that you reside/work with them and that they are aware that you have applied for a pistol license, along with their bill.
- _____ 9 - If you are employed as a City/State/Federal employee, you must provide a **notarized** statement from yourself indicating that **you would not** bring the weapon (s) to your place of employment.
- _____ 10 - Rifle and shotgun permit - Marriage license - Divorce Documents
- _____ 11 - Two (2) **notarized** character reference letters, acknowledging that they are aware that you are applying for a handgun license as well as attesting to your good character written by anyone who has know you for **five (5)** years or more. **Family members and non-citizens. are excluded from providing the required letters, If your letter is written by an employer, clergyman or any other prominent person, it must be on their letterhead. ALL LETTERS MUST HAVE A PHONE NUMBER & ADDRESS THAT THAT THE WRITER CAN BE REACHED AT.**
- _____ 12 - A **notarized** statement from **your spouse/domestic partner, parent (s) / guardian (s)** attesting to the fact that they are aware of you applying for a pistol license and have no objection to a firearm being in the home
- _____ 13 - Please have the enclosed Safeguard Information form completed.

- _____ 14 - A **notarized** statement why residence that is indicated on application is different from documents submitted.
- _____ 15 - A **notarized** statement indicating when you changed your residence.
- _____ 16 - Any information pertaining to crimes against the business, or applicant, including disposition.
- _____ 17 - A **notarized** statement indicating you have read and understand Penal Law Articles 35 (use of deadly force), 265 (criminal possession of a weapon) and 400 (responsibilities of a handgun licensee).
- _____ 18 - A **notarized** statement listing of all rifles and shotguns you possess and how and where they are safeguarded.
- _____ 19 - Original Court disposition for **ANY ARREST** you were **EVER** involved in (Must have original seal on document)
- _____ 20 - A **notarized** statement explaining in detail circumstance of **ANY and ALL ARREST** you were **EVER** involved in.
- _____ 21 - A **notarized** statement answering all the yes answered questions (10 thru 28) on application.
- _____ 22 - Military paperwork.
- _____ 23 - Letter from Doctor on letterhead indicating type of illness and approval for you to possess a firearm.
- _____ 24 - See attached or other:

**Failure to respond to this notice of request of additional documents will result in
DISAPPROVAL of your Pistol License Application**