

**POLICE DEPARTMENT  
CITY OF NEW YORK**

**PISTOL LICENSE  
INFORMATION**



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Police Commissioner

## **LICENSE DIVISION**

The License Division is open to the public from 8:30 A.M. until 4:00 P.M.,  
Monday through Friday. It is closed on all legal holidays.

## **LICENSE DIVISION MISSION STATEMENT**

The mission of the License Division is to ensure that the requirements set forth in local, state and federal law are uniformly applied to the process of licensing firearms and designating Special Patrolmen in a courteous, expeditious and professional manner.

## HANDGUN LICENSES

**Types of Handgun Licenses.** The following is a description of the various types of handgun licenses issued by the Police Department.

(a) *Premises License - Residence or Business.* This is a restricted handgun license, issued for a specific business or residence location.

(b) *Carry Business.* This is an unrestricted handgun license which permits the carrying of a handgun concealed on the person.

(c) *Limited Carry Business.* This is a restricted handgun license which permits the licensee to carry the handgun listed on the license concealed on his person to and from specific locations during the specific days and times set forth on the license. At all other times the handgun shall be safeguarded at the specific address indicated on the license.

(d) *Carry Guard/Security, Gun Custodian Licenses.* These are restricted types of carry licenses, valid when holder is actually engaged in a work assignment as a security guard, courier, private investigator or gun custodian.

(e) *Special Licenses.* Special licenses are issued according to the provisions of §400.00 of the New York State Penal Law, to persons in possession of a valid New York State County License. The revocation, cancellation, suspension or surrender of a County License automatically renders the licensee's N.Y.C. license void. The holder of a Special License must carry his County License at all times when possessing a handgun pursuant to such Special License.

(1) *Special Limited Carry Business License.* This is a special license, limited to the carrying of a concealed handgun on the person only while the licensee is actually engaged in the performance of his duties.

(2) *Special - Carry Guard/Security/Gun Custodian.* This is a type of special license that permits the carrying of a concealed handgun on the person only when the licensee is actually engaged in the performance of his duties as a security guard, courier, private investigator or gun custodian.

## LICENSE RESPONSIBILITIES

**Introduction.** Any violation of this subchapter and/or the restrictions of the license, if any, may result in the suspension and/or revocation of the license.

**Conditions of Issuance.** A handgun license is issued under the following conditions:

- (1) It is revocable at any time.
- (2) It is not transferable to any other person or location.
- (3) Any mutilation, alteration, or lamination of the license shall render it void. The licensee may not make any additions, deletions, or other changes on his license. Only License Division personnel may make changes on the license.



(4) If the license is mutilated, altered, laminated, lost or destroyed, an additional fee will be required for replacement. The licensee must notify the License Division if any of these events occur.

(5) In the event that a license expires and the licensee has not filed for renewal, or if it is suspended or revoked, the licensee must immediately surrender the license and firearms to the precinct of his place of business or residence.

(6) The licensee must be in possession of his license at all times while carrying, transporting, possessing at residence, business, or range, the handgun(s) indicated on said license.

(7) A licensee who has a "Carry" or "Special Carry" type license may only carry one (1) handgun on his person at any time.

(8) The licensee is authorized to own only the handgun(s) that are listed on his license.

(9) The licensee shall not purchase or replace a firearm prior to obtaining written permission from the Commanding Officer, License Division (see Purchase Orders).

(10) A firearm may be replaced or purchased only by requesting permission in writing from the Commanding Officer, License Division.

*Note:* Failure to obtain permission of the Commanding Officer, License Division prior to disposing of a firearm constitutes a Class A Misdemeanor.

(11) The licensee shall not draw, expose or display firearms(s) unnecessarily.

(12) Firearm(s) are not to be left in the glove compartment or trunk of a vehicle, or in any place where a thief or other unauthorized persons may readily obtain them.

(13) To assure maximum safety, proper safeguards must be taken at all times to keep firearms away from unauthorized persons, especially children.

(14) The licensee should endeavor to engage in periodic handgun practice at an authorized range or shooting club.

(15) Any misuse of the license or any action or misconduct on the part of the licensee may result in the suspension or revocation of the license.

(16) Persons with "Premise" licenses are restricted to transporting their firearm(s) unloaded in a locked container directly to and from their premises and an authorized range or shooting club. Ammunition will be carried separately.

#### **Notifications**

In the following instances, the licensee must make an immediate report to the License Division Incident Section, telephone (646) 610-5154, and to the precinct where the incident occurred:

(1) Theft/loss of firearm.

(2) Discharge of firearm other than during practice at an authorized range.

- (3) Theft/loss of handgun license.
- (4) Arrest, indictment, or conviction in any jurisdiction; summons other than for a traffic infraction.
- (5) Change of business or residence address (see Address Changes).
- (6) Change of business, occupation or employment (see Name Changes).
- (7) If any change in the circumstances for which the licensee received the license occurs, the licensee must immediately notify the License Division. The licensee will then be instructed on how to proceed. The licensee may be required to report to the License Division with required documentation to have the change reviewed and effected by License Division personnel.
- (8) Alteration, mutilation, destruction of handgun license.

#### **Gun Custodian and Carry Guard Licenses**

##### **(a) Gun Custodian.**

- (1) Once a company employs and wishes to arm additional employees, a gun custodian must be designated by the company and licensed by the License Division.
- (2) The designee must submit to the License Division an additional handgun license application for gun custodian, typed and notarized, along with two (2) photos, 1½" x 1½" bust type, and the necessary fees.
- (3) The responsibilities of the gun custodian are as follows:
  - (i) To ensure that an applicant for a Carry Guard License will work a minimum of twenty (20) hours per week for the company.
  - (ii) To ensure that an applicant commences work within fifteen (15) days of issuance of the license.
  - (iii) On a semi-annual basis, the gun custodian will be required to submit the following reports to the License Division:
    - (A) Employment Report - indicating hours worked by each licensee per month.
    - (B) Employee Termination Report.
  - (iv) Submit Annual Weapon Inventory Report.
  - (v) The gun custodian or an authorized designee of the company will be required to permit properly identified representatives of the New York City Police Department to examine company records pertaining to handgun licenses.
  - (vi) During those periods that a security guard will not be reporting to work due to illness or vacation, the gun custodian will be responsible for the security of the weapon.

(vii) In the event of termination of employment, the gun custodian must see to the immediate surrender of licensee's handgun license to the New York City Police Department License Division and return of gun to the company's inventory.

(viii) In the event of a licensee's death, the gun custodian is responsible for the security of the gun and for the immediate notification, in writing, to the New York City Police Department License Division.

(4) When appearing at the License Division to pick up a license, a Carry Guard License applicant must present a gun assignment letter from the gun custodian. If no weapon is available from the company weapons inventory, the gun custodian will request, in writing, authorization to obtain a new weapon. This is done by filling out and submitting a Purchase Authorization Request Form [Misc. 3323], available from the License Division. If the request is approved the License Division will issue a Pistol Purchase Authorization [form PD 646-053].

(5) The Pistol Purchase Authorization will be valid for only thirty (30) days from the date of issuance.

(6) After the gun custodian has purchased the handgun, he must return to the License Division within 72 hours to have the handgun inspected. This handgun must be transported unloaded, in a locked container and accompanied by the Pistol Purchase Authorization and a photocopy of the bill of sale. This handgun may not be carried before it has been inspected.

(7) If the gun custodian makes his purchase from other than an authorized dealer, the seller must be either a New York City or New York State licensee, Police Officer or a Peace Officer.

(8) A firearm may be replaced by requesting permission, in writing, from the Commanding Officer, License Division.

(b) Carry Guard/Security.

(1) This license is restricted to use while actually engaged in employment, or when a licensee is traveling from his residence to employment, or from employment to his residence. Any violation of these rules will result in the immediate suspension of the pistol license.

*Example:* If the licensee does not intend to stay at his residence the evening prior to working at his place of assignment, he will be obligated to return home to pick up his gun just prior to going to work. Carrying his gun with him the evening preceding his next work day is a violation of license restrictions.

The handgun may be carried only while actually engaged in employment for the guard or security company which appears on the face of the license. This license does not permit "freelancing" for another company on the licensee's day off.

*Example:* If the licensee finishes a 4 p.m. to midnight shift and takes action involving the handgun at 3:30 a.m. in a local tavern, he is in violation of license restrictions and the New York State Penal Law.

(2) A Carry Guard/Security licensee has the responsibility to make an immediate report to the Commanding Officer of the License Division, the Commanding Officer of the precinct where the incident occurred, and the company gun custodian in the following instances:

- (i) Loss of firearm.
- (ii) Discharge of firearm (other than practice at an authorized range).
- (iii) Loss of handgun license.

(3) An immediate report must be made in the following instances to the Incident Section License Division and the gun custodian:

- (i) Change of residence.
- (ii) Loss or mutilation of handgun license.
- (iii) Arrest, indictment, summons other than a traffic summons, or conviction in any jurisdiction.

(4) The license must be in the possession of the licensee at all times while carrying the firearm.

(5) Misconduct or misuse of the purpose for which this license is issued may result in the suspension or revocation of the license.

(6) A handgun licensee is authorized to use only the firearm that is endorsed on his license.

(c) Failure to comply with all of the above conditions set forth herein may result in the suspension, revocation or cancellation of any/or all handgun licenses issued to employees of the company.

**Handgun Purchase Authorizations.** (a) The licensee **may not** obtain a handgun without **prior** written authorization from the Commanding Officer, License Division. This authorization will be provided in the nature of a "Handgun Purchase Authorization" form. The following are the rules concerning handgun acquisition:

(1) The "Handgun Purchase Authorization" form is valid only for thirty days from the date issued.

(2) Once the licensee has purchased the handgun, he must return to the License Division, Room 152, within 72 hours to have the handgun inspected by License Division personnel and added to the license.

(3) Gun inspections are conducted only between the hours of 12 to 2 p.m., Monday through Friday.

*Note:* The License Division is closed all legal holidays.

(4) The licensee may only purchase a handgun from the following:

- (i) A licensed New York State Firearms Dealer.
- (ii) The holder of a current, valid, New York State, or New York City handgun license.

- (iii) A New York State or New York City Police Officer or Peace Officer, as defined by the Criminal Procedure Law.
- (iv) The estate of deceased New York City/New York State handgun licensee.
- (5) If the licensee purchases a handgun from a licensed N.Y.S. Firearms Dealer, he must submit the following documents when he presents the handgun for inspection:
- (i) Completed "Handgun Purchase Authorization" form.
  - (ii) Original Bill of Sale and a clear carbon copy or photocopy of same.
- (6) If the licensee purchases a handgun from the holder of a valid N.Y.S. or N.Y.C. handgun license, he must also submit the following documents when he presents the handgun for inspection:
- (i) Completed "Handgun Purchase Authorization" form.
  - (ii) A signed and notarized Bill of Sale and a clear photocopy which includes the following information: Make, model, calibre, and serial number of handgun sold; Seller's: Name, Address, license number; Buyer's: Name, Address, license number, date of sale.
  - (iii) Clear photocopy of the seller's valid, current handgun license, listing the handgun to be purchased thereon. The front and back of the license must be photocopied.
- (7) If the licensee purchases a handgun from a N.Y.S. or N.Y.C. Police Officer or Peace Officer, he must submit the following documents when he presents the handgun for inspection:
- (i) Completed "Handgun Purchase Authorization" form.
  - (ii) A signed and notarized original Bill of Sale and a clear photocopy. Bill of Sale must include: date of sale; Seller's name, address, agency, including command and shield number; Buyer's name, address, license number, make, model, calibre and serial number of handgun.
- (8) The aforementioned transaction will not be permitted if the seller is a N.Y.C. Police Officer who has not complied with Police Department guidelines regarding the sale of firearms to a handgun licensee.
- (9) If the seller is a Police Officer or Peace Officer from another jurisdiction, the License Division requires prior written notification so that verification of the seller's employment, etc., can be obtained. This information must be listed in the "Purchase Authorization" request submitted by license.
- (10) If the licensee wishes to purchase a handgun from the estate of a deceased N.Y.C./N.Y.S. licensee, he must provide the following documents prior to obtaining a "Handgun Purchase Authorization" form. This transaction must be conducted in person at the License Division, Room 110, between the hours of 9 a.m. and 12 p.m., Monday through Thursday only.

(i) A written request for purchase authorization for the desired weapon(s) including make, model, calibre and reason for request; the licensee's name, address and license number.

(ii) The license is required for this transaction.

(iii) A copy of the Property Clerk voucher for the handgun(s).

(iv) The decedent's license, if not previously surrendered, showing registration of the handgun(s) in question.

(v) A copy of the deceased licensee's death certificate.

(vi) If there is a Will: the License Division requires a short certificate of Letters Testamentary that gives the Executor or Executrix the authority to dispose of the property. Letters can be obtained from the Surrogates Court, located in the borough where the deceased lived.

(vii) If there is no Will: If there is an Administrator, the License Division requires a short certificate of Letters of Administration that gives the administrator the authority to dispose of the property. Letters can be obtained from the Surrogate's Court, of the borough where the deceased lived.

(viii) A notarized Bill of Sale from the Executor or Administrator of the decedent's estate, indicating the weapon, make, model, calibre and serial number, and stating that they are being sold to: the licensee's name, address and license number.

(ix) Once purchased, the weapon must be presented for inspection within seventy-two (72) hours; Monday through Friday 12 to 2 p.m. (See General Gun Inspection rules).

(b) *New Licensees.* A "Handgun Purchase Authorization" form will be issued to the licensee with his new handgun license. This form is only valid for thirty (30) days from the date of issuance.

(1) If the licensee does not purchase a handgun within the specified period of time, he must surrender said form and his handgun license to the License Division Issuance Section within ten (10) days of the expiration date of the "Handgun Purchase Authorization" form.

(2) The license is only valid if there is a handgun listed thereon.

(3) Requests for extensions for Purchase Authorizations must be made by written request to the Commanding Officer, License Division.

(c) *Purchasing an addition weapon.*

(1) Requests for the purchase of an additional weapon must be made in writing to the License Division Issuing Unit, Room 110, 1 Police Plaza, N.Y.C., N.Y., 10038. Pre-printed request forms are available in Room 110.

(2) The written request must include the licensee's name, address and license number, and the make, model and calibre of the handgun he wishes to purchase.

(3) The licensee will be notified in writing within approximately six weeks of the approval or disapproval of his request for an additional weapon. If the request has been approved, the licensee will receive via mail, a "Notice of Handgun Purchase Authorization Approval."

To receive the approved purchase authorization, the licensee must appear at the Issuing Unit, Room 110, by the date indicated on the notice. The licensee must bring the approval notice and his license with him to receive his purchase authorization document.

(4) Purchase authorization documents are issued only between the hours of 9 AM to 12 Noon, Monday through Thursday.

*Note:* The License Division is closed on all legal holidays.

(5) Unused "Handgun Purchase Authorizations" must be returned to the License Division within ten days of their expiration date. Failure to return the document within the specified time will result in the suspension and/or revocation of the handgun license(s).

(d) Number of handguns allowed on a handgun license.

(1) When the licensee or a member of his household/business, possesses a total number of guns in excess of four on any handgun license(s), he must utilize a safe when handguns are stored at the premises.

(2) Request for handguns in excess of four will not be entertained without a proof of the ownership of a safe in which the weapons will be safeguarded when not in use. Proof of ownership consists of a Bill of Sale for the safe and two photos of the safe, one with the door open and one with the door closed.

(3) The Commanding Officer, License Division reserves the right to accept or reject the type of safe proposed for safeguarding the weapons.

(4) Number of handguns allowed:

(i) Carry - Two handguns. The Commanding Officer of the License Division may in his/her discretion limit to one the number of handguns that appear on the carry handgun license when the licensee's needs do not require possession of two handguns.

(ii) Premise Business - One handgun.

(iii) Premise Residence - No limit, however, a licensee must utilize a safe when s/he owns a total number of handguns in excess of four (see paragraphs (d)(I), (2) & (3) above.

(iv) Special Carry - Same as requirements for carry.

(e) Requests for additional weapons for "Special Handgun Licenses."

(1) Holders of "Special Handgun Licenses" must comply with the purchase authorization request guidelines of the county in which they hold their basic handgun license. Once the addition has been made to their county license, a request to add the weapon to their N.Y.C. special license may be made in writing to the Commanding

Officer, License Division. Providing the weapon is acceptable and within the allowable weapons limit, the licensee will be notified when to report to the License Division to effect the addition. The following documents will be required at that time:

- (i) The county license.
- (ii) A copy of the county Handgun Purchase Authorization form.
- (iii) A copy of the Bill of Sale.
- (iv) The N.Y.C. Special Handgun License.

(2) Inquiries concerning this type of transaction may be made to the Issuing Unit telephone number (646) 610-5550.

**Disposal of a Handgun Listed on the License.** (a) Any person lawfully in possession of a firearm, who disposes of the same without first notifying the Commanding Officer, License Division in writing, is guilty of Class A Misdemeanor (N.Y.S. Penal Law - §265.10, Subdivision 7).

**Important: The license becomes invalid and will be cancelled if the licensee sells the one and only handgun on his license.** Should the licensee wish to sell it without cancelling his license, he must first follow the instructions to add a handgun.

(b) The buyer may only be a:

- (1) Licensed N.Y.S. firearms dealer.
- (2) A N.Y.C./N.Y.S. handgun license holder.
- (3) A N.Y.S./N.Y.C. police officer or peace officer.

(c) If the licensee sells to a licensed N.Y.S. firearms dealer the following documentation will be required to process the transaction:

- (1) The "original Bill of Sale" from the dealer and a photocopy.
- (2) The "Bill of Sale" must show the dealer's license number, name, address and the make, model, calibre and serial number of the weapon sold. The "Bill of Sale" must also include the name, address, license number and expiration date of the licensee's license; the date of sale; and clearly indicate that the dealer purchased the weapon(s).
- (3) The licensee must appear at the License Division, Room 110, with his license to process this transaction.

(4) The licensee must also bring with him a copy of his "Permission to Sell Notice."

(d) If the licensee sells to a N.Y.C./N.Y.S. handgun license holder, the following documentation will be required to process the transaction:

- (1) An "original Bill of Sale," signed by the seller and the purchaser, with both signatures notarized.
- (2) The "Bill of Sale" must include: the seller's name, address and license number, the expiration date of license, the purchaser's name, address, license number, and must include the license's expiration date; the make, model, calibre and serial number of the firearm(s) sold and the date of sale.



- (3) A copy of the purchaser's handgun license, front and back.
  - (4) A copy of the buyer's "Handgun Purchase Authorization" form.
  - (5) The licensee will be required to appear at the License Division, Room 110, with his license, to process this transaction.
  - (6) The licensee must also bring with him a copy of his "Permission to Sell Notice."
- (e) Once the licensee has sold his firearm(s), he must appear in person to delete them from his license within ten days of the transaction.
- (f) If the licensee wishes to sell his handgun to a N.Y.C./N.Y.S. police officer or peace officer, the following documentation will be required to process the transaction:
- (1) The licensee's copy of the "Permission to Sell Notice."
  - (2) A notarized "Bill of Sale" showing the make, model, calibre and serial number of the weapon sold, the name, address, shield number, agency and command of the police officer/peace officer. The bill of sale must be signed by both the seller and the purchaser, dated, and each signature must be notarized.
  - (3) If the purchaser is a N.Y.C. police officer or peace officer, the License Division requires prior written notification so that verification of purchaser's employment, etc. can be obtained. This information must be contained on the request for permission to sell the weapon.
  - (4) Once the licensee has sold his weapon, he must appear at the License Division, Room 110 with his license and the aforementioned documents to process the transaction.
- (g) If the licensee wants to transfer his firearm(s) to another N.Y.C./N.Y.S. license he also possesses, he must make a written request to the Commanding Officer, License Division. The request must include the following information:
- (1) The licensee's name, address and telephone number;
  - (2) The license number, make, model, calibre and serial number of the firearm the licensee wishes transferred, and the number of the license to which the licensee wants to transfer the firearm;
  - (3) The licensee must endorse copies of both licenses front and back;
  - (4) The licensee will receive a written response. If the request is approved, the licensee will have to appear at the License Division with both licenses to process the transaction.
- (h) If the licensee wishes to sell all of his firearms and cancel his license, he may do so by submitting the applicable documentation and his handgun license, by mail. (See Cancellation Procedures below.)

**Cancellation of the Handgun License.** (a) Anyone cancelling a New York City handgun license must:

- (1) Legally dispose of handgun(s).
- (2) Return license to the License Division and attach a copy of the Property Clerk voucher or Bill of Sale.

- (3) Attached letter briefly giving reason for cancellation.
- (b) To legally dispose of his handgun(s) the licensee must either:
  - (1) Voucher the handgun(s) at his local precinct, or
  - (2) Sell the handguns to a firearms dealer.
  - (3) Sell the handgun(s) to a police officer or peace officer.
  - (4) Transfer handgun(s) to another license he may possess, if authorized to do so.
  - (5) Sell the handgun(s) to a licensee, if authorized to purchase.
- (c) If the licensee intends to relocate out of state, the License Division requests verification from the local authorities of that particular jurisdiction that the licensee has notified them that he is in possession of the handgun(s) listed on his N.Y. license.
- (d) To document proper disposal of the handgun(s), follow the guidelines listed in section concerning "Disposal of a handgun(s) listed on the license."
- (e) All documents and the license must be returned to the License Division Cancellation Section, Room 152, 1 Police Plaza, N.Y.C., N.Y. 10038, within ten days of the disposal of weapons, relocation, etc. If the licensee has any questions concerning these procedures he may call telephone number (646) 610-5871.

*Note:* If the licensee relocates out of N.Y.C. or N.Y.S., he must immediately contact his new jurisdiction's Police Department and receive instructions on the requirements to legally possess handgun(s) in the new jurisdiction.

**Renewal of the Handgun License.** The licensee is required to renew his handgun license every three years. The license expires on the licensee's birthday.

- (a) The renewal process generally begins in sixty (60) days prior to the licensee's month of birth. The licensee will receive his renewal application, instructions, and other required forms and his invalidated renewal license in the mail. The licensee must examine the license, complete all required forms including photos, fees, etc., and return them to the License Division via mail, as soon as possible. Upon receipt of the renewal material the License Division will process the renewal and return the validated license to the licensee via mail.
- (b) The license is not valid unless stamped and sealed by the License Division. The licensee must sign his license in the designated area on the back of the license.
- (c) The renewal application and related documents will be mailed to the address on the license. If the licensee has moved and has not notified the License Division, the renewal documents will be returned to the License Division and the license will be cancelled.
- (d) If the licensee has not received his renewal documents thirty (30) days prior to his birth date, he must contact the Renewal Section at (646) 610-5872 for instructions.
- (e) If the licensee has extenuating circumstances which prevent him from renewing prior to his birth date, he must submit a notarized letter to the Renewal Section explaining those circumstances. The License Division will contact the licensee and advise him on

the proper way to proceed. However, if the licensee does not hear from the License Division by his birth date, he must voucher his weapon(s) at his local precinct until the matter is resolved.

(f) Licensees must carefully read and comply with the instructions on their renewal documents.

(g) Incomplete or incorrectly prepared renewal documents will not be processed, and will be returned to the licensee for completion/correction. Consequently, if as a result of the licensee's error, the licensee fails to submit the required material, fees, etc., by his birthday, he will be required to voucher his firearm(s) at his local precinct until the renewal process is completed.

(h) If the licensee's birthday has passed and he has not yet renewed, he must immediately voucher his firearm(s) at his local precinct. The License Division will not process any late renewals unless a copy of the Property Clerk voucher is provided. This will require that the licensee appear in person with the required renewal documents and the voucher at the License Division.

(i) Failure to renew the license on time is cause for suspension/cancellation of the license.

(j) Possession of any unlicensed firearm is a violation of §265 of the N.Y.S. Penal Law, and may subject the licensee to arrest.

(k) Renewal fees must be in the form of a money order made payable to "New York City Police Department." Cash and personal checks will not be accepted.

**License Amendment.** (a) Originals of all verifying documents must be presented along with photocopies. After the original documents have been reviewed, they will be returned to the licensee.

(1) Premise Residence License address changes.

(i) If the licensee has moved, he must change the address listed on his license. To do so, the licensee must come to the License Division no later than ten (10) days after his change becomes effective. He must bring his license and verifying documents such as current utility bills. Any and all verifying documents must include the licensee's name and the licensee's new address.

(ii) If the licensee resides with someone and the utility bills are not in his name, the licensee must provide a dated, notarized letter from the owner/lessee, stating that the licensee resides with them and that they are aware that the licensee possesses a firearm, along with a current utility bill showing their name and address.

(iii) If the licensee has relocated outside of New York City, he must follow the instructions for Cancellation.

(2) All Carry/Premise Business Licenses address changes. If the licensee has changed only his business location, the licensee must within ten (10) days provide the License Division with a copy of a current utility bill verifying the name and new address of the business, and other verifying documents substantiating the move. The licensee must contact the License Division for instructions regarding which documents are required. This transaction must be conducted in person. If the nature of the licensee's business has changed, he must follow the instructions for cancellation.

(3) Premise Business name changes.

(i) If the licensee has a Premise Business license and changes his business name, but his business is of the same nature and at the same location, he must provide the License Division with an amended business certificate, verifying documents, etc. within ten (10) days of such change.

(ii) If the licensee is an employee of a company, in addition to the documentation required in subparagraph (i) above, the license must submit a letter on company letterhead, signed by the company president or owner, which states that the licensee is still employed in the same capacity for which the license was issued, and that the licensee still requires the handgun license for his employment.

(iii) If the nature of the licensee's business has changed, he must follow the instructions for Cancellation.

(4) Carry Business License name changes. If the licensee has a Carry Business license and he changes his business name (but not the nature of the business), or changes any corporate officer, or the location, he must contact the License Division immediately at telephone number (646) 610-5550 for instructions on how to proceed.

(5) "Special" Carry Handgun license changes. Licensees must call telephone number (646) 610-5872, for special instructions. However, the licensee's basic county handgun license must be amended prior to requesting any amendment of his N.Y.C. "Special Handgun License."

(6) Individual name changes.

(i) If the licensee has changed his/her name because of marriage or other reasons, he/she must provide the License Division with a Marriage Certificate or legal court documents verifying the change.

(ii) The aforementioned document(s) must be submitted in the original, with a copy attached. The License Division will return the original document to the licensee.

(iii) The licensee must appear in person at the License Division, Room 152, with the required documents and license to effect this change.

(b) New business.

(1) If the licensee has changed his business from the one for which he was originally licensed, or his current business has had a change of name and/or corporate officers, owners, etc., or the nature of his business or responsibilities have changed; or if he has ended his association with the business, e.g., retired, been terminated or resigned, the licensee must within ten days of the change surrender his weapon(s) and license to his local precinct for safekeeping. His license may be subject to cancellation. (See Cancellation of the handgun license). Questions may be directed to the Incident Section (646) 610-5154.

(2) Handgun licenses are not transferable to new businesses. The licensee must re-apply for a new handgun license for his new business.

(3) New applications will not be accepted without proof of the surrender of the old license and proof of the proper disposal or surrender of the firearm(s).

(4) Failure to make proper notification of any of the above changes to the License Division may result in immediate cancellation of the license.

**Incidents Involving Suspension.** (a) Whenever a handgun licensee is involved in an "Incident," the licensee must immediately report said incident to the License Division's Incident Unit - Telephone number (646) 610-5154. Certain "Incidents" must also be reported to the "Precinct of Occurrence" (where the incident took place).

(b) The following "Incidents" must be immediately reported to the "Precinct of Occurrence" and the License Division Incident Section:

- (1) Lost firearms(s)
- (2) Stolen firearm(s)
- (3) Discharge of firearm - other than at a licensed firearms range
- (4) Lost handgun license (see lost/stolen license).
- (5) Stolen handgun license (see lost/stolen license).
- (6) Improper use/safeguarding of firearm(s)
- (7) Unnecessary display of firearm.

(c) The following "Incidents" must be immediately reported to the License Division's Incident Unit:

- (1) Arrest, summons, (except traffic infractions), Indictment, or Conviction of licensee in any jurisdiction, federal, state, local, etc.
- (2) The Licensee requests or becomes the subject of an order of protection.
- (3) Admission of licensee to any psychiatric institution, sanitarium, and/or the receipt of psychiatric treatment by licensee.
- (4) The receipt of treatment for alcoholism or drug abuse by licensee.
- (5) The suffering of the following conditions by the licensee:
  - (i) Epilepsy
  - (ii) Diabetes
  - (iii) Fainting spells
  - (iv) Blackouts
  - (v) Temporary loss of memory
  - (vi) Nervous disorder
  - (vii) Or any condition that may effect the handling of a firearm.

*Note:* The above "Incidents" must be reported if they were not previously disclosed by licensee to the License Division, or if previously disclosed, circumstances have changed.

(d) In addition to the aforementioned "Incidents," whenever the holder of a handgun license becomes involved in a situation which comes to the attention of any police department, or other law enforcement agency, the licensee must immediately notify the License Division's Incident Unit of the details. (For example, complaints about the licensee, or by the licensee, resulting in police response.)

(e) All "Incidents" will be reviewed and evaluated by License Division investigators. The licensee's permit may be suspended pending investigation of the incident. If, as a result of the "incident," the License Division finds it necessary to suspend the license, the licensee will receive notification by mail. Said notification will advise the licensee of the status of his license and the reason for the suspension.

(f) The licensee will be directed to immediately voucher for safekeeping all firearm(s) listed on any license he possesses. After the firearm(s) have been vouchered, the licensee must immediately send his handgun license and a copy of the "Voucher" to the License Division's Incident Unit.

(g) Failure to comply with these directions is a violation of the N.Y.S. Penal Law, and will result in summary action by the Police Department. Possession of an unlicensed firearm(s) is a crime. If a license is suspended or revoked, the firearm(s) listed thereon are no longer considered licensed. Failure to comply with the License Division's directions may result in the permanent revocation of the licensee's handgun license.

(h) After investigation, if his license is suspended or revoked by Notice of Determination, the licensee has the right to submit a written request for a hearing to appeal the decision. This request must be made within thirty (30) days of the Notice of Determination. However, requests for hearings will not be entertained, nor will a hearing be scheduled until the licensee:

- (1) Vouchers the firearm(s);
- (2) Forwards a copy of the Property Clerk voucher receipt; and
- (3) Forwards his handgun license to the License Division;
- (4) If the licensee has been arrested, provides a Certificate of Disposition from the court upon completion of the criminal case.

(i) If the suspension or revocation is based upon the licensee's having been arrested, the licensee must provide the License Division with the Certificate of Disposition from the court. If convicted of a felony or serious misdemeanor, a Certificate of Relief from Disability from the court must also be provided. A hearing will not be held until all pending matters before the Court in the criminal case have been terminated.

(j) To request a hearing, the licensee must do so by submitting a written request to the Commanding Officer, License Division. The letter must include:

- (1) License number - Refer to Incident number if applicable.
- (2) Reason(s) for the request.
- (3) Evidence of proper disposition of license(s) and handgun(s).

(k) Upon receipt of the licensee's letter, the License Division will schedule the licensee for a hearing and notify the licensee by mail.

**Mutilated, Lost or Stolen Licenses.** (a) If the license was lost or stolen the licensee must report the loss/theft to the "Precinct of Occurrence" and obtain a "Complaint Report Number."

- (1) If the licensee's license was lost, he must:
  - (i) Obtain a Complaint Report Number from the precinct of occurrence.
  - (ii) Report in person to the License Division, Room 152.
  - (iii) Bring a ten (\$10) dollar money order. Cash and personal checks will not be accepted. Make instrument payable to "New York City Police Department."
  - (iv) Bring two current color photos - 1½" x 1½" front view, from the chest up. The licensee should not wear anything which would obstruct identification, e.g., hats, sunglasses, etc.

- (v) Bring the Complaint Report Number.
- (vi) Bring personal identification: driver's license, credit card, old handgun license.
- (vii) The licensee will be required to prepare a duplicate application and have it notarized.
- (2) If his license was stolen, the licensee must:
  - (i) Obtain a Complaint Report Number from the precinct of occurrence.
  - (ii) Bring two current photos - 1½" x 1½", front view, from the chest up. He should not wear anything which would obstruct identification, e.g. hats, sunglasses, etc.
  - (iii) Bring the Complaint Report Number.
  - (iv) Bring personal identification - driver's license, credit card, old handgun license.
  - (v) He will be required to prepare a duplicate application and have it notarized.
- (b) If the license was altered, laminated or mutilated, the licensee must report in person to the License Division, Room 152, with the following:
  - (1) A ten (\$10) dollar money order. Cash and personal checks will not be accepted. Make instrument payable to "New York City Police Department."
  - (2) Two current photos - 1½" x 1½", front view, from the chest up. The licensee should not wear anything which would obstruct identification, e.g., hats, sunglasses, etc.
  - (3) He will be required to prepare a duplicate application and have it notarized.
  - (4) He must bring with him the remnants of his license.

**Transfer of Records.** Handgun licensees who have moved out of New York City may request a transfer of their records to their new licensing jurisdiction, as per §400, Subdivision 5, of the N.Y.S. Penal Law.

- (a) The licensee's request must be made in writing to the Commanding Officer, License Division, and accompanied by a five-dollar (\$5.00) money order made payable to the N.Y.C. Police Department.
- (b) The request will not be processed unless the License Division has received the licensee's N.Y.C. handgun license; documentation of the legal disposition of his firearm(s), e.g. Bill of Sale or Property Clerk voucher (see Cancellation and Disposal of Weapons); the licensee's new address; and the name and address of the new licensing authority.
- (c) Requests for a records Transfer may be mailed to the N.Y.C. Police Department, License Division Records Transfer Unit, Room 152, 1 Police Plaza, N.Y.C., N.Y. 10038. The License Division will process the request as expeditiously as possible once the License Division has received the necessary information, documentation, fee, etc. If the licensee has any questions concerning this matter contact (646) 610-5153.

**Familiarity with Rules and Law.** Licensees must become thoroughly familiar with the rules stated herein, which are found in Sections 5 and 15, Title 38, of the Rules of the City of New York (38 RCNY §§ 5, 15). In addition, handgun licensees must be familiar with the N.Y.S. Penal Law §§ 35, 265 and 400, which contain the laws concerning firearms and use of deadly force.

*Note:* Reference within this chapter to the masculine shall be presumed to include the feminine and vice versa. Reference to the singular shall be presumed to include the plural and vice versa.



## **TELEPHONE DIRECTORY**

<b>LICENSE DIVISION .....</b>	<b>(646) 610-5560</b>
<b>INCIDENT SECTION .....</b>	<b>(646) 610-5154</b>
<b>CANCELLATION SECTION .....</b>	<b>(646) 610-5871</b>
<b>HEARINGS AND APPEALS .....</b>	<b>(646) 610-5873</b>
<b>ISSUING .....</b>	<b>(646) 610-5550</b>
<b>NEW APPLICATIONS .....</b>	<b>(646) 610-5551</b>
<b>CARRY GUARD SECTION .....</b>	<b>(646) 610-4611</b>
<b>RENEWAL SECTION .....</b>	<b>(646) 610-5872</b>
<b>RETIREEES .....</b>	<b>(646) 610-5536</b>
<b>SPECIAL PATROLMAN SECTION .....</b>	<b>(646) 610-5519</b>
<b>RIFLE/SHOTGUN SECTION .....</b>	<b>(718) 520-9300</b>

**PREMISE RESIDENCE**

**THIS LICENSE IS ISSUED UNDER THE FOLLOWING CONDITIONS**

1. It is revocable at any time and is not transferable to any other name, address, or business, and is only valid for handgun(s) listed on your license. Any changes in the aforementioned must be reported to the License Division in person, by the licensee, within ten (10) days.
2. When license expires, is canceled, suspended, or revoked, licensee must immediately surrender license and handgun(s), to commanding officer of precinct of licensee's place of business or residence.
3. Upon demand by a police officer, a licensee must immediately surrender his/her license and handgun(s).
4. Premise license, restricted, licensee may possess handgun(s) only on premises of address indicated on the rear of this licensee, except as authorized in writing by the commanding officer, License Division.
5. Handgun(s) may be transported, unloaded in a locked container, directly to and from an authorized range, or hunting location. Ammunition will be transported separately.
6. Any unauthorized alteration of this license shall render it void. If this license is mutilated, destroyed, lost, or stolen, licensee must contact the License Division immediately (during business hours): a 'complaint report', two photos, and a fee (if applicable), will be required for replacement of the license.
7. If licensee's handgun(s) are lost, stolen, confiscated by, or surrendered to law enforcement personnel, and/or licensee is arrested, licensee must contact the License Division immediately (during business hours), telephone number: (646) 610-5154.