



Instructions for completing the Applicant Questionnaire

(PDCS-4406n Rev. 3)

All Applicant Questionnaires must be typed or printed in black or blue ink ONLY. All questions must be answered clearly and completely. Incomplete or illegible Applicant Questionnaires will **NOT** be processed and will be returned to the applicant.

Questions 1 - 11

Please enter all requested information in the space provided.

Question 12

Please indicate which of the following license you seek:

Dwelling – (formerly Sportsman) Entitles a licensee to possess a firearm within his or her home for the purpose of home protection, at a firing range for the purpose of target shooting, and in the field while engaged in licensed hunting. Firearms may only be possessed outside your home while being transported between your home and an authorized firing range and/or a legal hunting area in New York State. For the purpose of hunting, you are reminded that you must also possess a valid New York State hunting license.

Business -Entitles a licensee to possess and carry a concealed firearm while in his place of business by a merchant or storekeeper for which it was issued. A Business License will be issued only for a documented, legitimate business. The specific documents required to apply for a Business License are listed in the Pistol License Handbook.

Bank or Express company - Entitles a licensee to possess and carry concealed while so employed by a messenger employed by a banking institution or express company

Supreme Court Justice, NYC Civil or Criminal Court Judge - Entitles a licensee to possess and carry concealed by a justice of the supreme court in the first or second judicial departments, or by a judge of the New York city civil court or the New York city criminal court.

Employment - Entitles a licensee to possess and carry concealed while so employed by a regular employee of an institution of the state, or of any county, city, town or village, under control of a commissioner of correction of the city or any warden, superintendent or head keeper of any state prison, penitentiary, workhouse, county jail or other institution for the detention of persons convicted or accused of crime or held as witnesses in criminal cases, provided that application is made therefor by such commissioner, warden, superintendent or head keeper. You must be working in an armed capacity for a town, village, or municipality located within the five (5) western towns of Suffolk County. Forty-seven (47) hour and eight (8) hour training courses are required. All individuals employed by a municipality in an armed capacity must re-qualify with their weapon annually. A copy of your most recent firearm training certificate must be submitted, by mail or in person, to the Pistol Licensing Bureau within ten (10) days of qualification. The requirements for an Employment Endorsement are available on the Suffolk County Police Department's website.

Carry Concealed - Entitles a licensee to possess and carry concealed, without regard to employment or place of possession subject to the restrictions of state and federal law, by any person.

Semi-Automatic Rifle- Entitles a licensee to possess a semiautomatic rifle when transfer of ownership occurs.

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Endorsements

SECURITY – Prior to obtaining a Security Endorsement, you must first apply for and obtain a Dwelling License. You must be working, in uniform, for a state licensed security company and reside within the five (5) western towns of Suffolk County. The company for which you work must be incorporated in the five (5) western towns of Suffolk, or Nassau County and must be registered with the Suffolk County Police Department Pistol Licensing Bureau. Forty-seven (47) hour and eight (8) hour training courses are required in order to qualify for a Security License. All individuals employed by a security company in an armed capacity must re-qualify with their weapon every twelve (12) calendar months. A copy of your most recent firearm training certificate must be submitted, by mail or in person, to the Pistol Licensing Bureau within ten (10) days of qualification. The requirements for a Security Endorsement are available in the on the Suffolk County Police Department's website.

AUXILIARY POLICE – Prior to obtaining an Employment Endorsement, you must first apply for and obtain a Dwelling License. The firearm may only be carried while working assigned duties as a Suffolk County Auxiliary Police Officer, while in uniform, with your auxiliary police unit, or traveling directly to or from your residence and your assigned post.

Questions 13-17a

Please provide the requested descriptive data.

Question 18

Please indicate whether you have ever been arrested, and if so, enter that information in the boxes provided. If you answer "yes" you must provide a separate, notarized statement explaining each arrest in detail (facts, dates, time, location and persons involved).

PLEASE NOTE: If you have ever been arrested, charged, indicted, or issued a Field Appearance Ticket or Criminal Summons (other than a traffic/parking ticket) you must disclose and explain it. On the day of your interview, you will be required to submit an official *Certificate of Disposition* from the Court of record, indicating the disposition of the arrest.

YOU MUST DISCLOSE SEALED ARRESTS!

The law in New York State provides an exception to the sealing of arrest records when a defendant applies for a handgun license. This means that the Licensing Bureau will be notified of every arrest in your history, no matter how minor it may have been or how long ago it may have occurred. If you fail to disclose a sealed arrest your Application will be **DISAPPROVED**.

Questions 19-33

Please provide the information requested. If you require additional room, please attach a separate, signed and notarized sheet of paper.

Question 34

Must list Members of your Household, including adult children who reside in your household, any minors who reside in your household whether full time or part time (include person's Name, DOB, Phone# and relation to you)

Question 35

Please indicate who will safeguard your handguns should you become incapacitated in any way. The person you choose must be over the age of twenty-one (21), but does not need a pistol license. This person must notify the Licensing Bureau immediately upon learning that you have become incapacitated or have died, and may only safeguard/possess your handguns for the purpose of immediately surrendering to a Law Enforcement Agency.

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Question 36

Please enter the information requested regarding your four (4) chosen Character References. PLEASE NOTE: Only qualified persons may serve as Character References.

Qualifications: Character References must be residents of Suffolk County who are twenty-one (21) or older and have known the Applicant for at least one (1) year. Character References may **NOT** be related to the Applicant (by blood or marriage), nor may they be active law enforcement officers. Only one member of a family or household may serve as a Character Reference for each Applicant.

Question 45

Please indicate whether you or anyone in your household has ever been evaluated for any mental health issues. PLEASE NOTE: Mental health evaluation/treatment is NOT always an automatic bar under New York State or Federal Law; however, if you fail to fully disclose this information, your application will be **DISAPPROVED**.

Questions 37-52

Please answer "yes" or "no" and provide additional information on a separately attached sheet of paper where necessary.

After completing the Applicant Questionnaire and any additional attachments you may deliver it in person, or mail it to the address listed below. A check or money order for ten dollars (\$10.00) made payable to "S.C.P.D." must accompany your Applicant Questionnaire.

Additional information can be obtained by calling the Pistol Licensing Bureau at (631) 852-6311, or on the web at www.suffolkcountyny.gov/police/

***FALSE STATEMENTS MADE ON THE APPLICATION FORM ARE PUNISHABLE
AS CLASS 'A' MISDEMEANORS PURSUANT TO SECTION 210.45 OF THE NEW
YORK STATE PENAL LAW.**

IMPORTANT

If any part of your Applicant Questionnaire is found to be untruthful, if important information is omitted, or if your written explanations/statements lack detail or are non-responsive, your application will be **DISAPPROVED.**

Mail completed Applicant Questionnaire to:

**SUFFOLK COUNTY POLICE DEPARTMENT
PISTOL LICENSING BUREAU/APPLICATION
30 YAPHANK AVENUE
YAPHANK, NEW YORK 11980
OFFICE HOURS: MONDAY - FRIDAY, 9:00 AM - 4:30 PM**

Language Assistance is Available upon Request at No Cost

Visit us Online at: www.suffolkcountyny.gov/police/

Crime Stoppers Confidential Tip Hotline: 1-800-220-TIPS

Non-Emergencies Requiring Police Response: (631) 852-COPS