



POLICE DEPARTMENT, COUNTY OF SUFFOLK, N.Y.
PISTOL LICENSING BUREAU
30 YAPHANK AVENUE YAPHANK NEW YORK 11980
PHONE: 631-852-6311 FAX: 631-852-6670 SUFFOLK COUNTY WEBSITE: www.suffolkcountyny.gov
OFFICE HOURS: MONDAY TO FRIDAY 9:00 AM TO 4:30 PM



PDCS-4025

BUSINESS LICENSE RENEWAL REQUIREMENTS

In order to establish Proper Cause for the renewal of a Suffolk County Pistol License endorsed for business purposes, an individual must establish that the business for which he/she is licensed is more susceptible to robbery than the general population. The following information and documentation must be submitted to the Pistol Licensing Bureau in addition to the standard renewal paperwork in order to renew a business endorsed pistol license.

1. NOTARIZED BUSINESS LETTER (ON BUSINESS STATIONERY):

- A. Your reason(s) for requesting the business endorsement
- B. Amount of weekly cash flow
- C. Number of **CASH** deposits per week:
- D. Distance from business to bank
- E. Number of hours engaged in the business per week
- F. Location of business: Residential/Commercial/Industrial
- G. Statement indicating the applicant has read and is familiar with the provisions of §35, §265, and §400 of the New York State Penal Law, as well as the Pistol License Information Handbook.
- H. Statement acknowledging the handgun may **ONLY** be carried during the normal course of the business for which the license was issued.
- I. Statement indicating that a permanently affixed safe, to which only the licensee has access, is present at the business location; and that the licensee understands that their weapon must be safeguarded in said safe in the event that they engage in non-business related activities. A photo of the safe must also be included.

Cash deposit requirements may be waived if it is determined you are at grave risk of being a victim of a robbery due to the nature of your business activity.

2. NOTARIZED BANK LETTER (ON BANK STATIONERY):

- A. Stating you have a business account, including account number.
- B. Frequency and average amount of **CASH** deposits.

3. NOTARIZED LETTER OF NECESSITY (ON BUSINESS STATIONERY):

- A. Signed by a corporate officer, partner, or owner.
- B. Contents of letter **MUST INCLUDE**:
 1. Reason(s) for requesting business endorsement.
 2. Description of the applicant's employment and an explanation of why the employment requires the carrying of a handgun.
 3. Statement acknowledging the handgun may **ONLY** be carried during the normal course of the applicant's employment.
 4. Statement explaining the manner in which the handgun will be safeguarded when not in use.
 5. Statement acknowledging that the applicant is aware of their responsibility to properly dispose of the handgun and return the license to the Pistol Licensing Bureau upon termination of employment or the cessation of the business.