



POLICE DEPARTMENT COUNTY OF SUFFOLK  
ACCREDITED LAW ENFORCEMENT AGENCY  
PISTOL LICENSE APPLICANT QUESTIONNAIRE INSTRUCTIONS  
PDCS-4406-2f



## Instructions for completing the Applicant Questionnaire (PDCS-4406n)

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 licenses you seek:

**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 the normal course of the business for which it was issued. A Business License will be issued only for a documented, legitimate business that, by its nature is more prone to robbery than the general population. The specific documents required to apply for a Business License are listed in the Pistol License Handbook. (Please note, if you operate a business from a residence, you will be required to submit proof that such business is in compliance with applicable zoning and/or building codes.)

**SECURITY** – Entitles a licensee to possess and carry a firearm while working, in uniform, for a state licensed security company. Applicants must 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 also be registered with the Suffolk County Police Department Pistol Licensing Bureau. Specific documentation, training and range qualification requirements for the Security License are listed in the Pistol License Handbook. PLEASE NOTE: Prior to obtaining a Security License, you must first apply for and obtain a Sportsman License.

**EMPLOYMENT** – Entitles a licensee to work in an armed capacity for a town, village, or municipality located within the five (5) western towns of Suffolk County. Employment Licensees must re-qualify with their weapon annually and 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. Specific documentation, training and range qualification requirements for the Employment License are listed in the Pistol License Handbook. PLEASE NOTE: Prior to obtaining an Employment License, you must first apply for and obtain a Sportsman License.

**AUXILIARY POLICE** – Entitles a licensee to possess and carry a firearm while working 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.

### **RETIRED LAW ENFORCEMENT OFFICER –**

RETIRED PEACE OFFICER- Full carry throughout New York State, **NOT** including New York City.

RETIRED POLICE OFFICER- Full carry throughout New York State, including New York City.

RETIRED FEDERAL LAW ENFORCEMENT OFFICER- Full carry throughout New York State, including New York City.

**SELF PROTECTION** (“Full Carry”) - Entitles a licensee to possess and carry a concealed firearm for the purpose of self-protection. This license is only issued upon a showing of ‘Proper Cause’. As that term is defined under the law, applicants must show that they are exposed to **extraordinary** personal danger, documented by proof of recurrent threats to life or safety. PLEASE NOTE: the mere fact that an applicant has been the victim of a crime or resides, or is employed, in a "high crime area" does not in itself establish "Proper Cause" for the issuance of a Self-Protection License. The specific documents required to apply for a Self-Protection License are listed in the Pistol License Handbook.

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**Questions 13-17**

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**

Please list all persons who have lived at your residence during the past year.

**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 same to the Pistol Licensing Bureau.

**Question 36**

Please enter the information requested regarding your four (4) chosen Character References and have each Reference **sign** the Questionnaire in the box provided. Each Reference must also complete a Character Reference Affidavit, have it notarized and mail it to the Licensing Bureau at the address provided below. 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.

**Questions 37-44**

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

**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**.

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***IF YOU ANSWER “YES” TO ANY QUESTION ON YOUR APPLICANT QUESTIONNAIRE YOU MUST ATTACH A SEPARATE, SIGNED AND NOTARIZED STATEMENT EXPLAINING THE DETAILS OF YOUR ANSWER.***

After completing, signing and notarizing 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. An investigator will then contact you to schedule an appointment for your in-person interview.

When you arrive for your in-person interview you will be fingerprinted and your License photo will be taken. **PLEASE BE SURE TO BRING THE FOLLOWING ITEMS WITH YOU:**

New York State Driver License or Non-Driver Identification

Recent pay stub or employment identification

Original Birth Certificate or a valid U.S. Passport. If you were born in a foreign country and have become a United States citizen, you must bring your naturalization papers. If you are a resident alien, you must bring your Alien Registration Card.

A voter registration card, utility bill, or tax bill to prove residency in Suffolk County

A ***MONEY ORDER*** made payable to “S.C.P.D.” for **eighty-seven dollars** (\$87). **No other type of payment will be accepted other than a MONEY ORDER.**

Documentation supporting the types of License you wish to receive (employment verifications, business documents, etc.)

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

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**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**

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Visit us Online at: [www.suffolkcountyny.gov/police/](http://www.suffolkcountyny.gov/police/)