EMPLOYMENT LICENSE APPLICATION REQUIREMENTS

If you wish to amend your current Suffolk County Pistol License to be endorsed to work in an armed and uniformed capacity for a town, village, or municipality, the following information must be submitted to the SCPD Pistol Licensing Bureau, in person, with a five (5) dollar check or money order.

1. A letter from your employer indicating:
   A) Licensee’s name
   B) Licensee’s address
   C) Licensee’s pistol license number
   D) Licensee’s position, rank, and title with the agency
   E) Whether the licensee is working full or part time and number of hours per week.

2. Copy of licensee’s agency identification.

3. Copy of forty-seven (47) hour firearms training course certificate or a Conditional letter of authority.

4. Eight (8) hour refresher course certificate required annually after the issuance of the forty-seven (47) hour course.